



# HRAPAY

## AGENCY PAYROLL

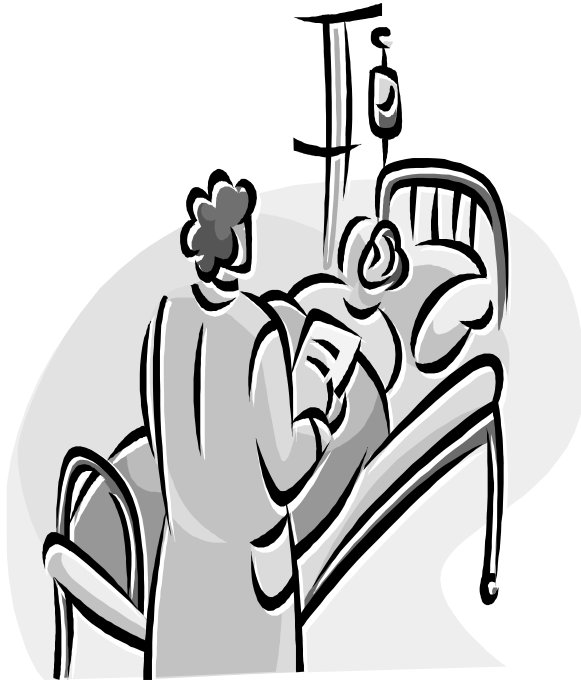
### Chapter 6 – Catastrophic Leave

6-1

This process is used by the Agency Central Time Management role to process approved employee's donations and withdrawals (awards) from/to an Agency Catastrophic Leave Bank.

An employee will submit a formal request to donate leave to the Catastrophic Leave Pool or apply for an award (withdrawal) of Catastrophic Leave hours. Both requests must be approved before it is processed in AASIS.

# Catastrophic Leave



6-2

There are five activities used to establish the catastrophic leave transactions between the employee and the catastrophic leave pool: (1) Designate the catastrophic leave pool that the employee may donate hours to or receive hours from; (2) Process approved employee donation to the pool; (3) Process approved employee request for hours from the pool; (4) Process transfer of annual and/or sick leave that was accrued while on catastrophic leave, from employee leave account to the catastrophic leave pool; and (5) Process transfer of unused catastrophic leave back to catastrophic leave pool



# Demonstration

## Catastrophic Leave Pool Relationship (PA61)



6-3

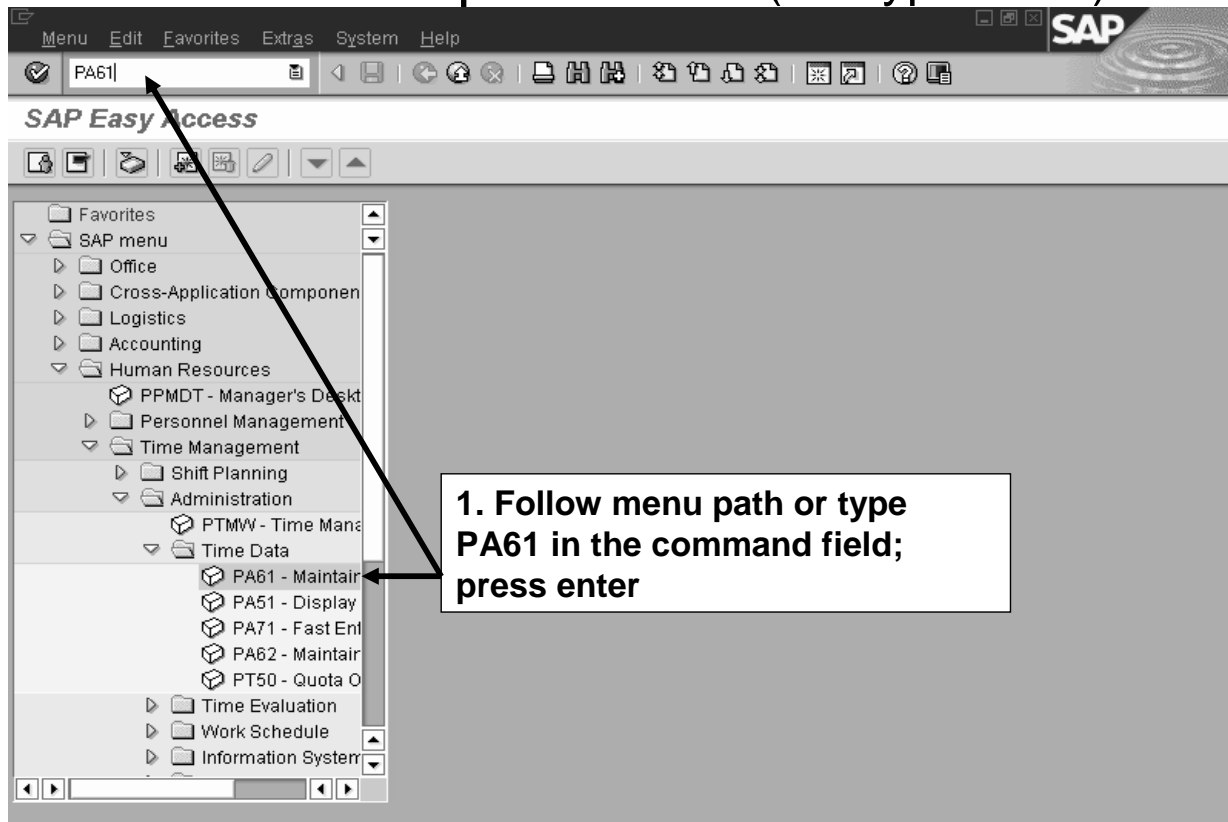


## EXERCISE SCENARIO

**An employee has submitted a approved request to donate 40 hours of annual leave to the Catastrophic Leave Pool. Process the donation in AASIS.**

6-4

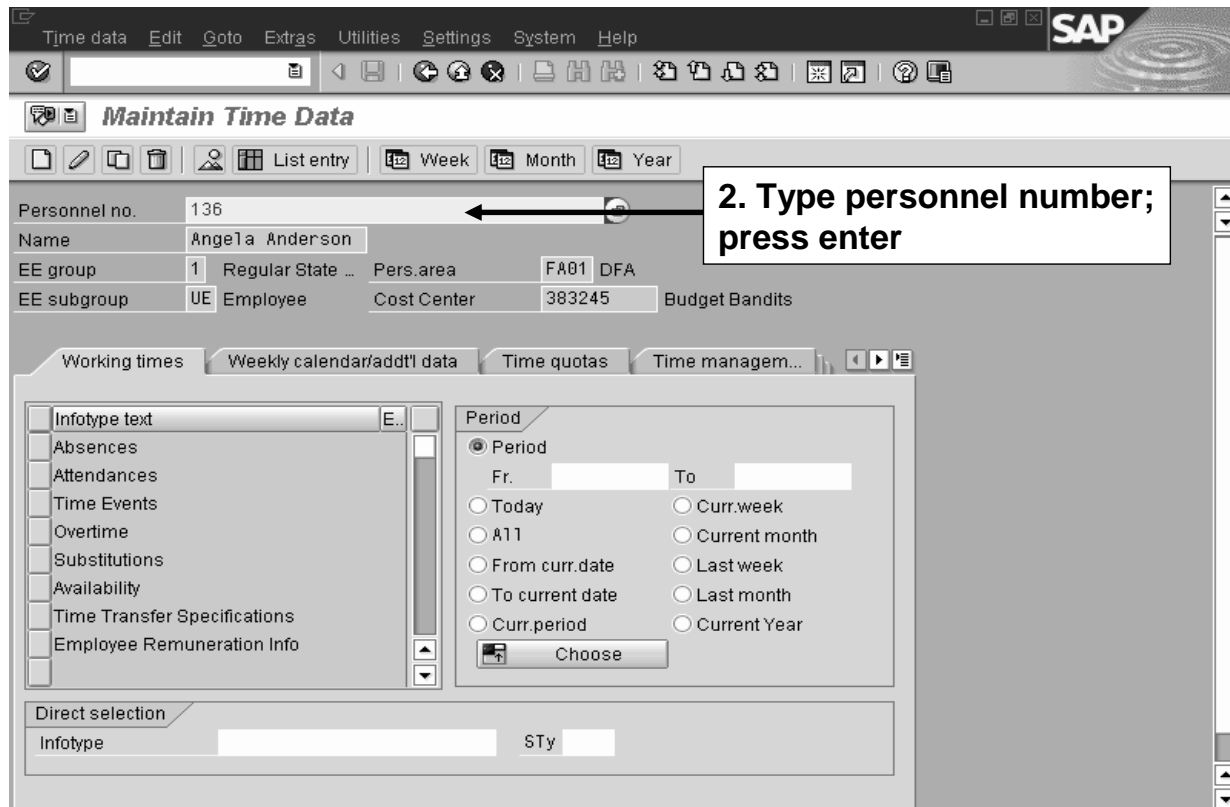
# Catastrophic Leave (Infotype 0696)



6-5

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

# Catastrophic Leave (Infotype 0696)



**Maintain Time Data**

Personnel no. 136  
 Name Angela Anderson  
 EE group 1 Regular State ... Pers.area FA01 DFA  
 EE subgroup UE Employee Cost Center 383245 Budget Bandits

**2. Type personnel number; press enter**

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Absences  
 Attendances  
 Time Events  
 Overtime  
 Substitutions  
 Availability  
 Time Transfer Specifications  
 Employee Remuneration Info

Period  
☒ Period  
 Fr. To  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Curr.period ☐ Current Year  
 Choose

Direct selection  
 Infotype STy

6-6

Always verify the employee's name before you process any master data changes.

# Catastrophic Leave (Infotype 0696)

3. Enter From date and 12/31/9999 in the To field

4. Type 0696 in the Infotype field

5. Click the drop-down icon

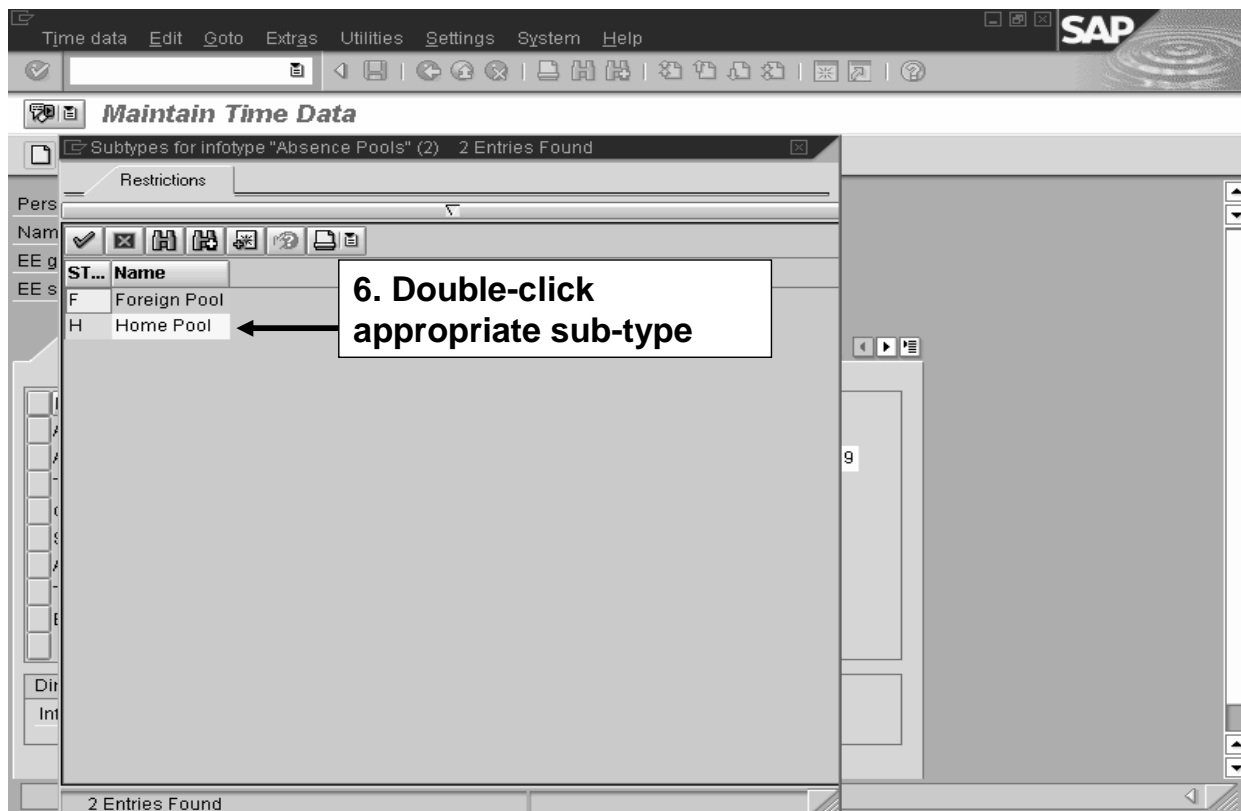
6-7

By entering the end date of 12/31/9999, you will only have to establish relationship to the approved catastrophic leave pool once.

Infotype 0696 is Absence Pools used to establish the employee's relationship to the catastrophic leave pool.

**Note: This infotype must be created before processing any leave donations and/or leave withdrawals to/from the Catastrophic Leave Pool.**

## Catastrophic Leave (Infotype 0696)



6-8

**Note:** The original relationship is assigned to the home pool. When donating or awarding leave and additional hours are needed than what the home pool has, the employee can be assigned to a foreign pool within their Agency.

A foreign pool will be defined as anything outside of the employee's subarea. (For example, an employee in NEL1 subarea, the home pool will be N1 and the foreign pool could be O1).

It is the Agency's responsibility to insure that there are sufficient hours in all leave pools.



## Catastrophic Leave (Infotype 0696)

The screenshot shows the SAP 'Maintain Time Data' interface. At the top, there's a menu bar with options like 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below this is a toolbar with various icons. The main title 'Maintain Time Data' is prominently displayed. Underneath, there are tabs for 'List entry', 'Week', 'Month', and 'Year'. A callout box with the text '7. Click to create' points to a small icon in the top-left corner of the main data area. The data area contains several input fields: 'Personnel no.' (136), 'Area' (FA01), 'DFA' (DFA), 'Subgroup' (383245), and 'Employee' (383245). Below these are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. The 'Working times' tab is active, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' area has radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is also present. At the bottom, there's a 'Direct selection' section with 'Infotype' (Absence Pools) and 'STy H' (Time Pool).

**6-9**

**The home pool will be identified based upon the employee's personnel subarea assigned on Infotype 0001 (Organizational Assignment)**

**For example: An employee with the subarea of:  
NEL1 - the Agency's leave pool ends with N1;**

## NEL3 – the Agency's leave pool ends with N3

## OAL1, OBL1, OCL1 – the Agency’s leave pool ends with O1

## OAL3, OBL3, OCL3 – the Agency’s leave pool ends with O3

# Catastrophic Leave (Infotype 0696)

**Create Absence Pools**

Personnel No	136	Name	Angela ...	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA01	DFA
EE subgroup	UE	Employee	SSN	777-32-6500	
Start	08/16/2004	bis	12/31/9999		

**Absence Pools**

Pool ID
Riverside Vo-Tech O1
Department of Workforce Ed O1
Dept of Finance and Admin O1
Department of Health O1
Black River Tech O1
Ozarka Tech O1
Department of Human Services O1
AR Dept of Economic Development O1
Employment Security Division O1
Dept of Parks and Tourism O1

**8. Click the drop down and choose the appropriate pool**

6-10

Choose the appropriate pool within your Agency.

**Remember the home pool will be displayed based upon the employee's personnel subarea**



## Catastrophic Leave (Infotype 0696)

Infotype Edit Goto Extras System Help

**9. Click to validate**

**10. Click to save**

**Create Absence Pools**

Personnel ar FA01 DFA Active

EE subgroup UE Employee SSN 777-32-6500

Start 08/16/2004 bis 12/31/9999

**Absence Pools**

Pool ID Dept of Finance and Admin O1

6-11

## Catastrophic Leave (Infotype 0696)

The screenshot shows the SAP 'Maintain Time Data' interface. At the top is a menu bar with 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and includes a list of tabs: 'List entry', 'Week', 'Month', and 'Year'. The 'List entry' tab is active, showing a list of personnel data for 'Personnel no. 136', 'Name Angela Anderson', 'EE group 1 Regular State ...', 'Pers.area FA01 DFA', 'EE subgroup UE Employee', 'Cost Center 383245', and 'Budget Bandits'. Below this, there are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. The 'Time quotas' tab is active, showing a list of time quotas. The 'Infotype text' field is set to 'E..'. The 'Period' section shows 'Fr. 08/16/2004 To 12/31/9999'. Below this, there are radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is also present. At the bottom, there is a 'Direct selection' section with 'Infotype' set to 'Absence Pools', 'STy' set to 'H', and 'Home Pool' selected. A status bar at the bottom indicates 'Record created'.

6-12

You will receive a message stating, “Record created”. You have established a pool relationship where the employee can donate hours to and be awarded hours from. You may establish other relationships if desired. An employee may only have one (1) home pool establishment and up to three (3) foreign pool establishments. To establish other relationships, repeats steps 5 – 10.

**If the employee transfers to another Business area in AASIS, his/her Catastrophic Leave Pool relationship must end and a new relationship must be created at the new Agency.**

HRAPAY – 09/16/04



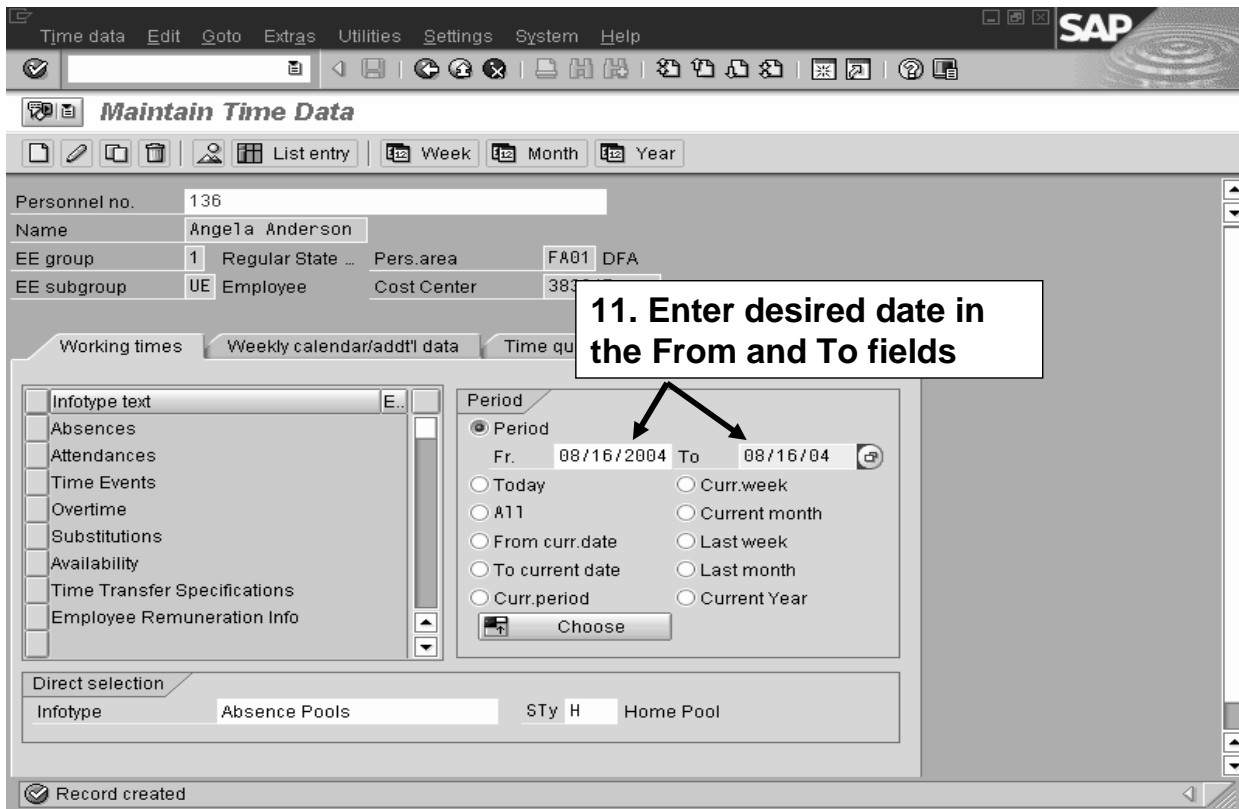
# Demonstration

## Donate to Catastrophic Leave Pool (PA61)



6-13

# Donate to Catastrophic Leave Bank



Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

List entry Week Month Year

Personnel no. 136

Name Angela Anderson

EE group 1 Regular State ... Pers.area FA01 DFA

EE subgroup UE Employee Cost Center 384

Working times Weekly calendar/addtl data Time qu

Infotype text E..

Absences

Attendances

Time Events

Overtime

Substitutions

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Fr. 08/16/2004 To 08/16/04

Today Curr.week

All Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

Infotype Absence Pools STy H Home Pool

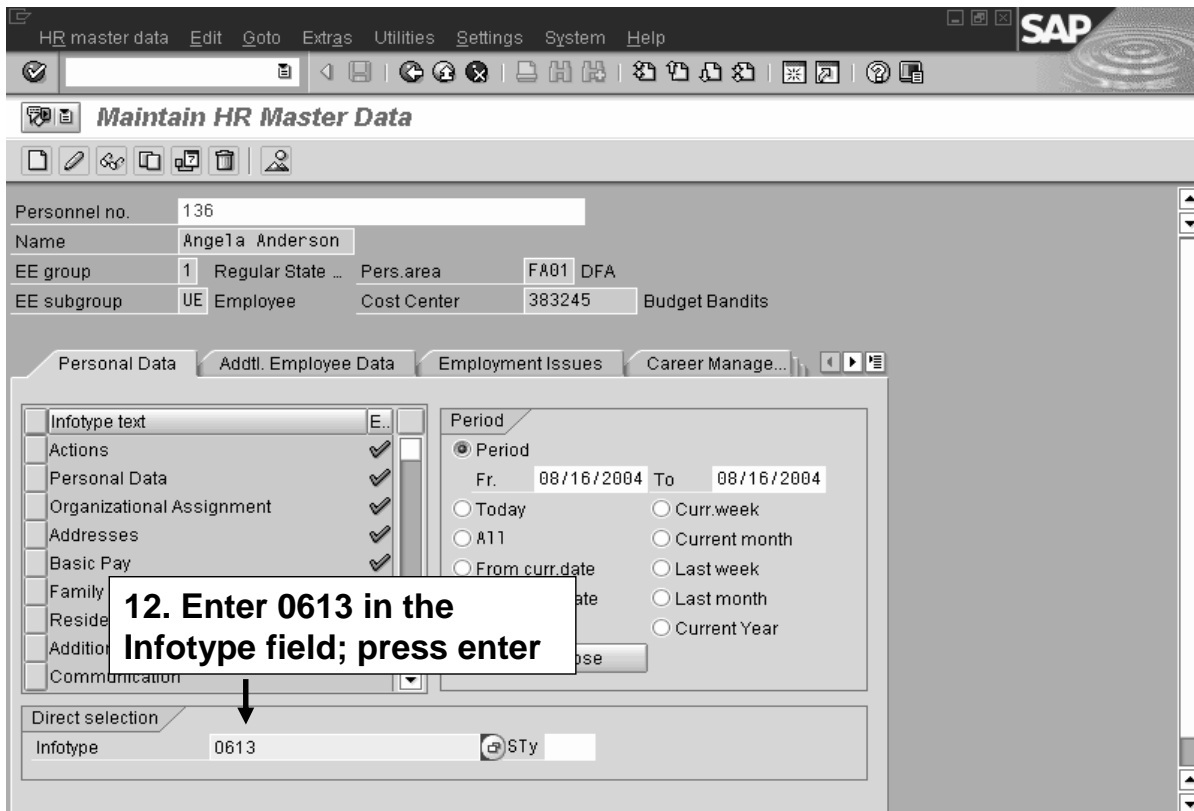
Record created

6-14

Use these steps to process the actual donation of hours to the catastrophic leave pool. **If the establishment has not occurred in AASIS first, you will receive an error message.**

The date in the From and To field must be the same.

# Donate to Catastrophic Leave Bank



HR master data Edit Goto Extras Utilities Settings System Help

**Maintain HR Master Data**

Personnel no. 136  
Name Angela Anderson  
EE group 1 Regular State ... Pers.area FA01 DFA  
EE subgroup UE Employee Cost Center 383245 Budget Bandits

Personal Data Addtl. Employee Data Employment Issues Career Manage...

Infotype text E...  
Actions ✓  
Personal Data ✓  
Organizational Assignment ✓  
Addresses ✓  
Basic Pay ✓  
Family  
Reside  
Addition  
Communication

Period  
Period  
Fr. 08/16/2004 To 08/16/2004  
Today Curr.week  
All Current month  
From curr.date Last week  
Last month  
Current Year

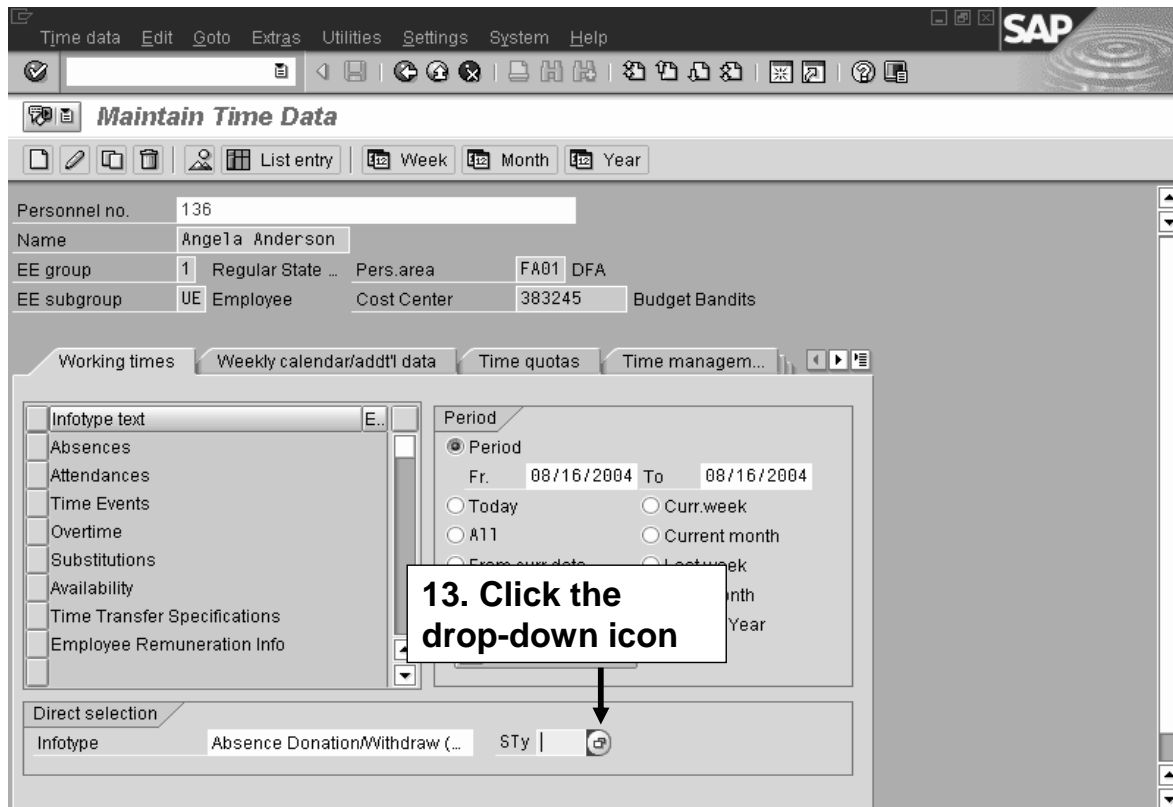
Direct selection  
Infotype 0613 STy

**12. Enter 0613 in the Infotype field; press enter**

6-15

Infotype 0613 is Absence Donation Administration US.

# Donate to Catastrophic Leave Bank




**Maintain Time Data**

Personnel no. 136  
Name Angela Anderson  
EE group 1 Regular State ... Pers.area FA01 DFA  
EE subgroup UE Employee Cost Center 383245 Budget Bandits

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...  
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
Period  
Fr. 08/16/2004 To 08/16/2004  
Today Curr.week  
All Current month  
From cur date Last week  
Month Year

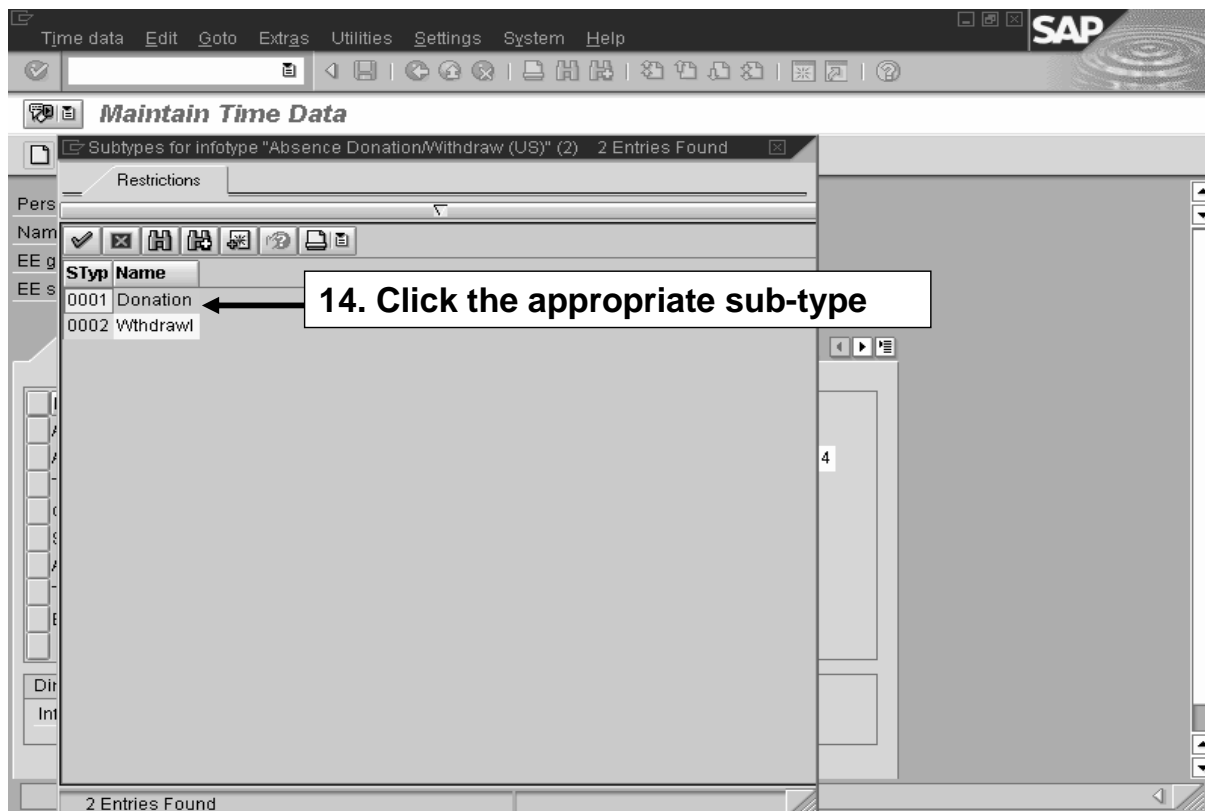
Direct selection  
Infotype Absence Donation/Withdraw (...) STy | 

**13. Click the drop-down icon**

6-16



# Donate to Catastrophic Leave Bank

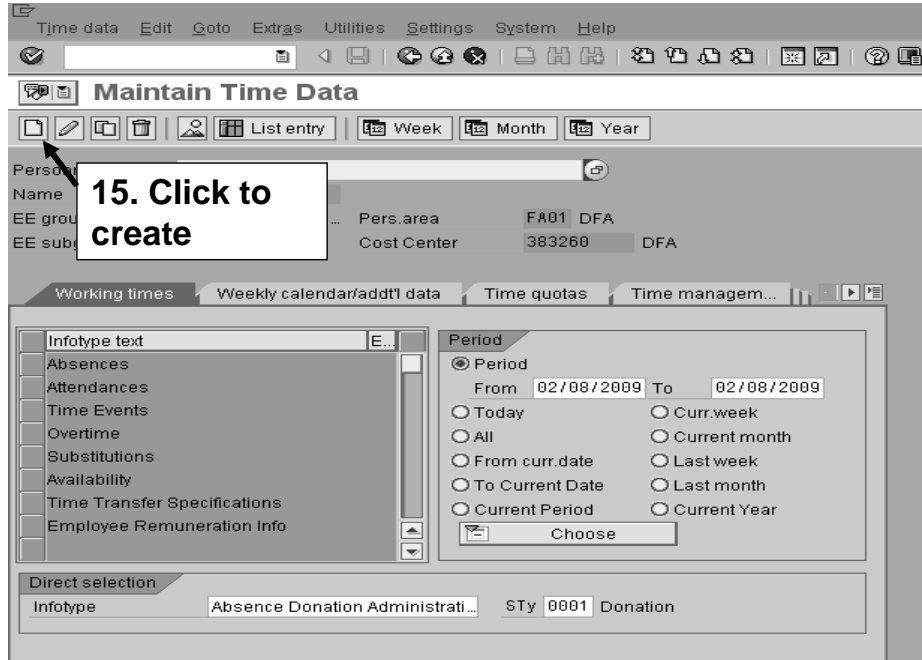


6-17

0001 Donation - will be used when the employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

**This action will reduce employees quota upon saving. A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.**

# Donate to Catastrophic Leave Bank



**15. Click to create**

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

List entry Week Month Year

Pers. Name  
EE group  
EE sub

Pers. area FA01 DFA  
Cost Center 383260 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...

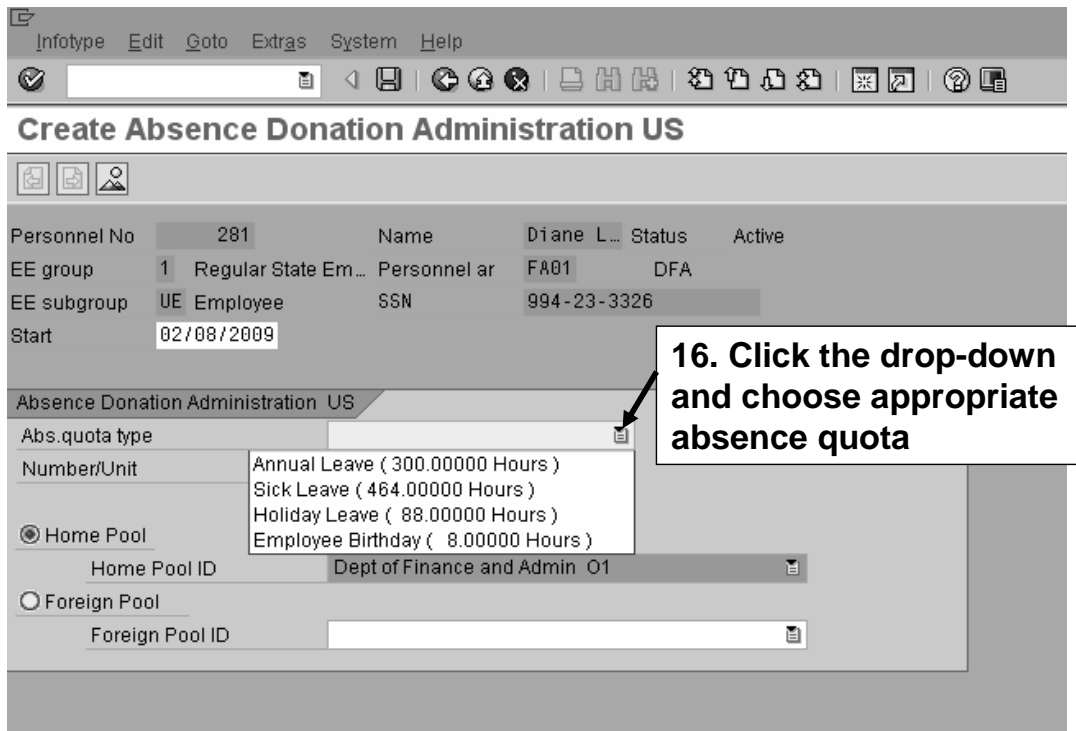
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
From 02/08/2009 To 02/08/2009  
Today Curr. week  
All Current month  
From curr. date Last week  
To Current Date Last month  
Current Period Current Year  
Choose

Direct selection  
Infotype Absence Donation Administrati... STy 0001 Donation

6-18

# Donate to Catastrophic Leave Bank



**Create Absence Donation Administration US**

Personnel No 281 Name Diane L... Status Active  
 EE group 1 Regular State Em... Personnel ar FA01 DFA  
 EE subgroup UE Employee SSN 994-23-3326  
 Start 02/08/2009

**Absence Donation Administration US**

Abs. quota type  
 Number/Unit  
 Annual Leave ( 300.00000 Hours )  
 Sick Leave ( 464.00000 Hours )  
 Holiday Leave ( 88.00000 Hours )  
 Employee Birthday ( 8.00000 Hours )

☒ Home Pool  
 Home Pool ID Dept of Finance and Admin 01  
☐ Foreign Pool  
 Foreign Pool ID

**16. Click the drop-down and choose appropriate absence quota**

6-19

The employee is only allowed to donate annual or sick leave to the catastrophic leave pool.



# Donate to Catastrophic Leave Bank

LEP Infotype Edit Goto Extras System Help

**Create Absence Donation Administration US**

Personnel No 281 Name Diane L... Status Active  
EE group 1 Regular State Em... Personnel ar FA01 DFA  
EE subgroup UE Employee SSN 994-23-3326  
Start 02/08/2009

**Absence Donation Administration US**

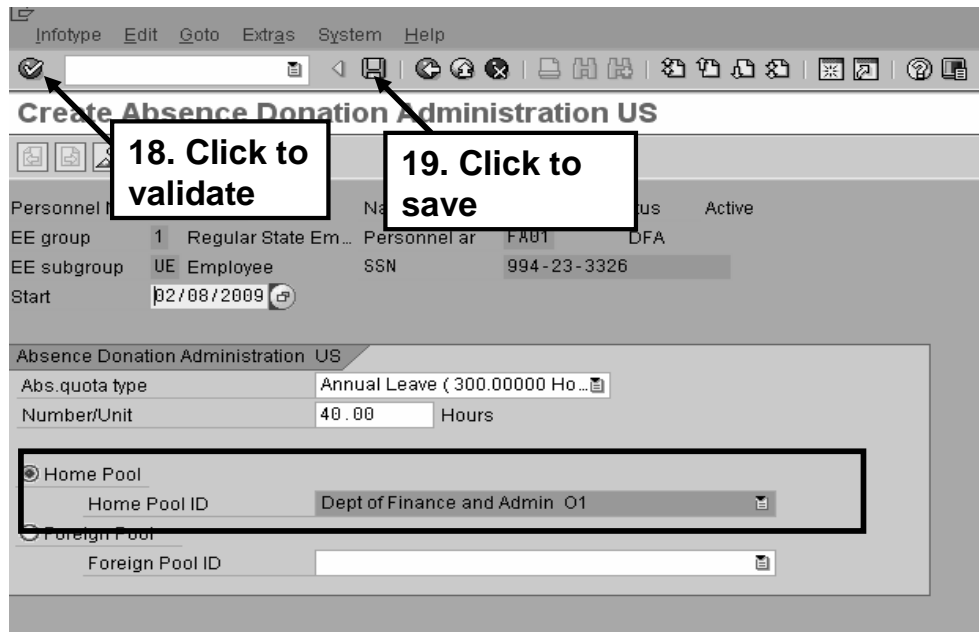
Abs.quota type Annual Leave ( 300.00000 Hrs)  
Number/Unit 40.00 Hours

☒ Home Pool  
Home Pool ID Dept of Finance and Admin O1  
☐ Foreign Pool  
Foreign Pool ID

17. Type desired number of hours

6-20

# Donate to Catastrophic Leave Bank



**18. Click to validate**

**19. Click to save**

**Create Absence Donation Administration US**

Personnel ID: [Field]  
 EE group: 1 Regular State Em...  
 EE subgroup: UE Employee  
 Start: 02/08/2009  
 Abs. quota type: Annual Leave ( 300.00000 Ho ...  
 Number/Unit: 40.00 Hours  
 Home Pool: [Selected]  
 Home Pool ID: Dept of Finance and Admin 01  
 Foreign Pool: [Field]

6-21

**Note: The Home Pool will default based upon the pool selected in establishing the relationship.**

# Donate to Catastrophic Leave Bank

The screenshot shows the 'Maintain Time Data' window. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and contains a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' section has radio buttons for 'Period', 'Today', 'All', 'From curr. date', 'To Current Date', 'Current Period', 'Curr. week', 'Current month', 'Last week', 'Last month', and 'Current Year'. The 'Direct selection' section at the bottom shows 'Absence Donation Administrati...' selected. A 'Record created' message is displayed at the bottom of the window.

6-22

Remember this action will reduce the employee's quota upon saving. It will also produce an Infotype 0416 (Time Quota Compensation) record for tracking purposes only.

# Catastrophic Leave

Infotype Edit Goto Extras System Help

SAP

**Display Time Quota Compensation**

**DEMONSTRATION PURPOSES ONLY**

Personnel No: [ ]

EE group 1 Regular State Em... Personnel ar FA01 DFA

WS rule OPEN08 Open Sch... SSN 777-32-6500

Start 08/16/2004 Chg. 10/08/2004 DMHILL02

Comp. method 1800 Free Quota Compensation

Compensation specifications

Time quota type 01 Annual Leave

Compensation rule 000

No. to compensate 40.00000

☒ Do not account

Compensation using default ☒

Manual compensation ☐

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	MT	Amount	Curr...	Deduction
01	Annual Leave	104.00000	Hours	40.00000	64.00000		0.00		<input checked="" type="checkbox"/> 09/16/2003

6-23

The “Do not account” box will default indicating the hours listed will not be compensated.



# Demonstration

## Catastrophic Leave Pool Relationship (PA61)



6-24



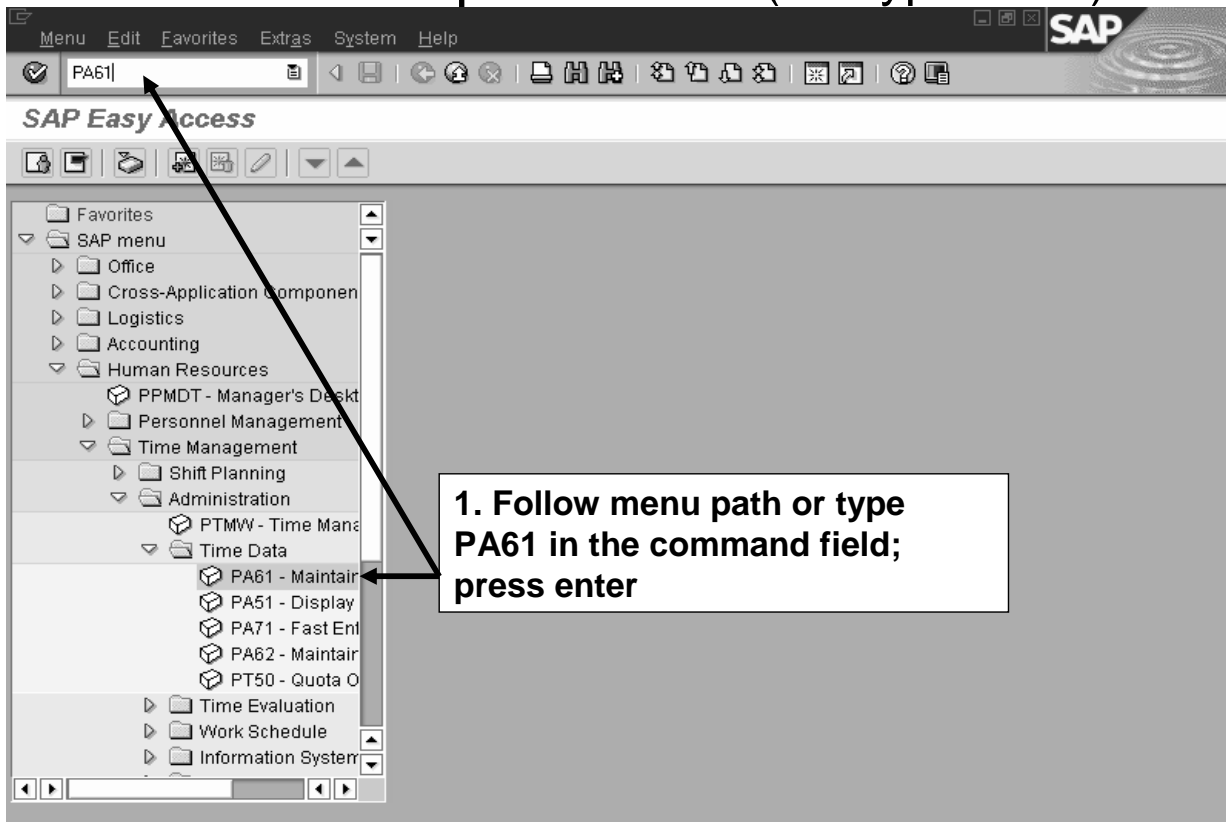


## EXERCISE SCENARIO

**An employee has been approved by the Catastrophic leave committee an award of 200 leave hours. Process the withdrawal in AASIS**

6-25

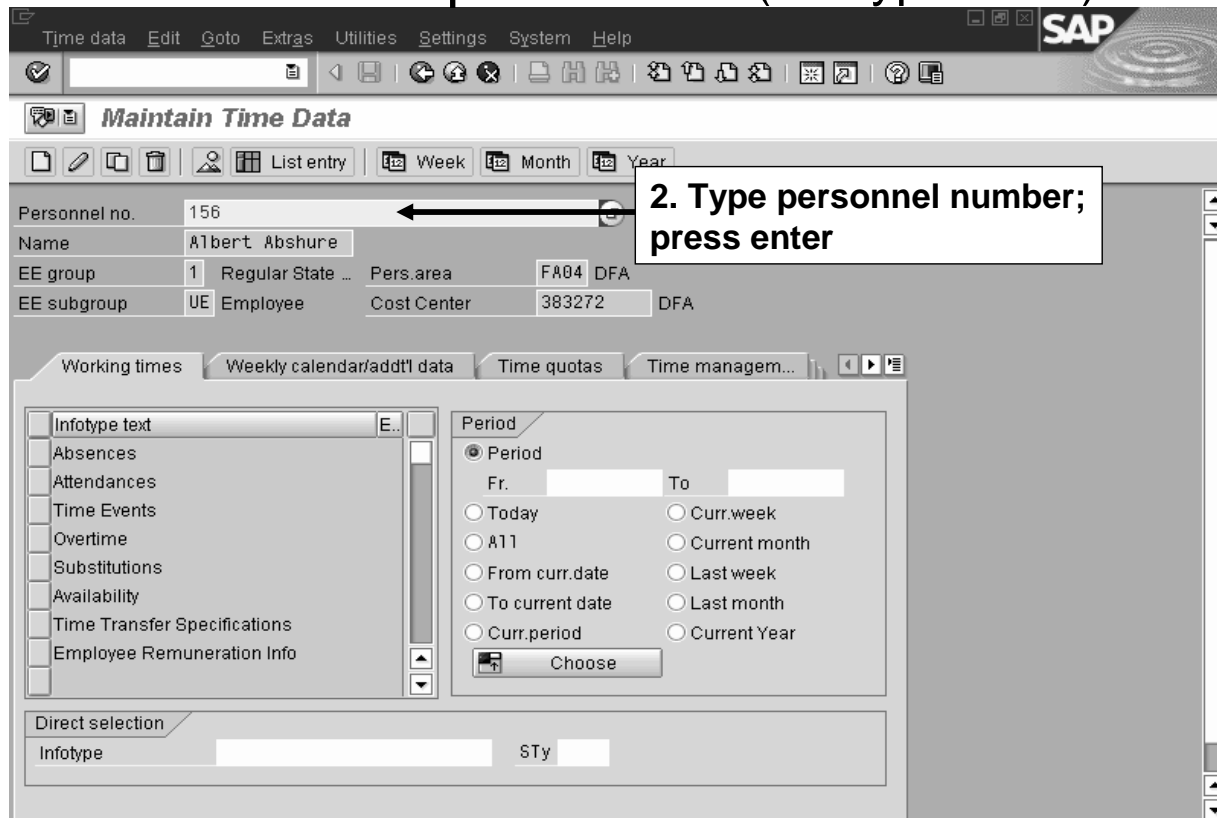
# Catastrophic Leave (Infotype 0696)



6-26

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

# Catastrophic Leave (Infotype 0696)



**2. Type personnel number; press enter**

Personnel no. 156  
Name Albert Abshire  
EE group 1 Regular State ... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E..

Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
☒ Period  
Fr. To  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Curr.period ☐ Current Year

Direct selection  
Infotype STy

6-27

Always verify the employee's name before you process any master data changes.

# Catastrophic Leave (Infotype 0696)

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 156  
Name Albert Abshire  
EE group 1 Regular State ... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 382272 DFA

Working times Weekly calendar/add'l data

Infotype text E..  
Absences  
Attendances  
Time Events  
Overtime  
S

Period  
Fr. 08/02/04 To 12/31/9999  
Today Curr.week  
All Current month  
From curr.date Last week  
To current date Last month  
Curr.period Current Year  
Choose

Direct selection  
Infotype 0696 STy

1. Type 0696 in the Infotype field  
2. Click the drop-down icon  
3. Enter From date and 12/31/9999 in the To field  
4. Type 0696 in the Infotype field  
5. Click the drop-down icon

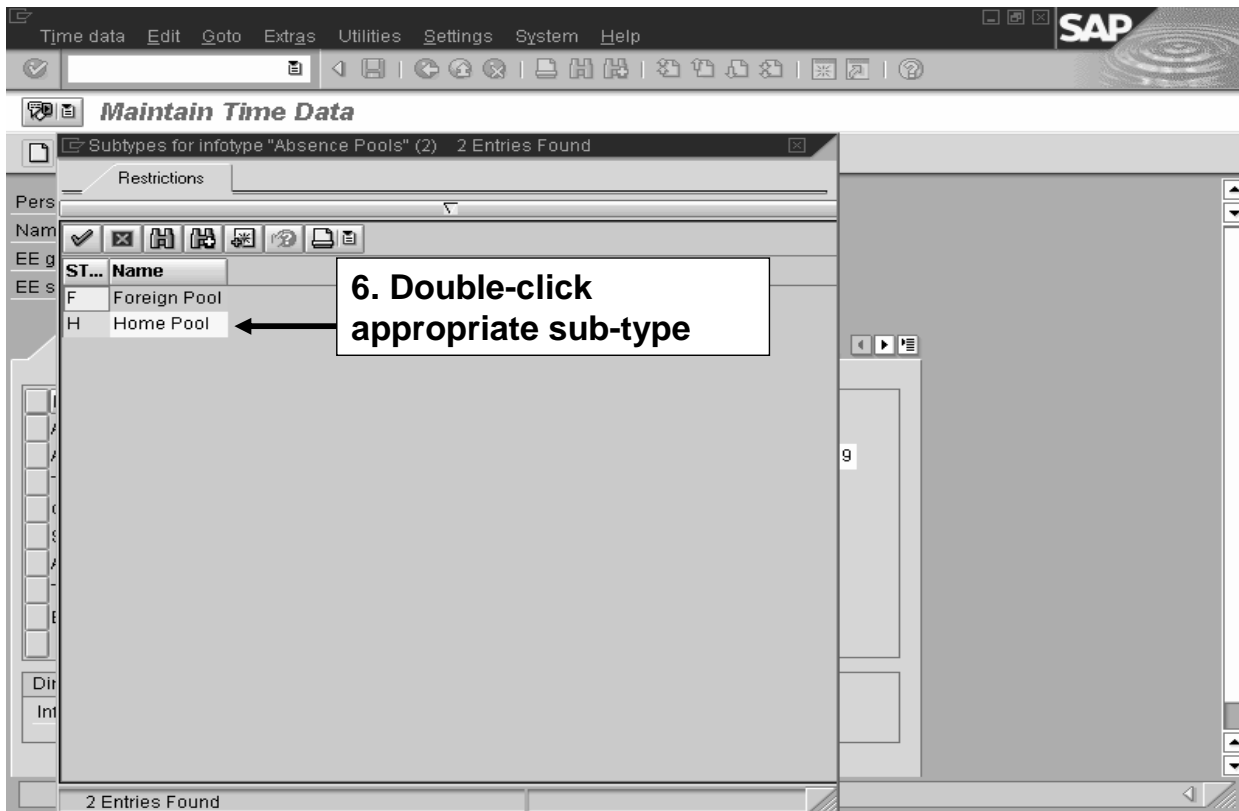
6-28

By entering the end date of 12/31/9999, you will only have to establish relationship to the approved catastrophic leave pool once. **If the employee has an existing home pool establishment within your Agency, skip to step 11.**

Infotype 0696 is Absence Pools used to establish the employee's relationship to the catastrophic leave pool.

**Note: This infotype must be created before processing any leave donations and/or leave withdrawals to/from the Catastrophic Leave Pool.**

# Catastrophic Leave (Infotype 0696)



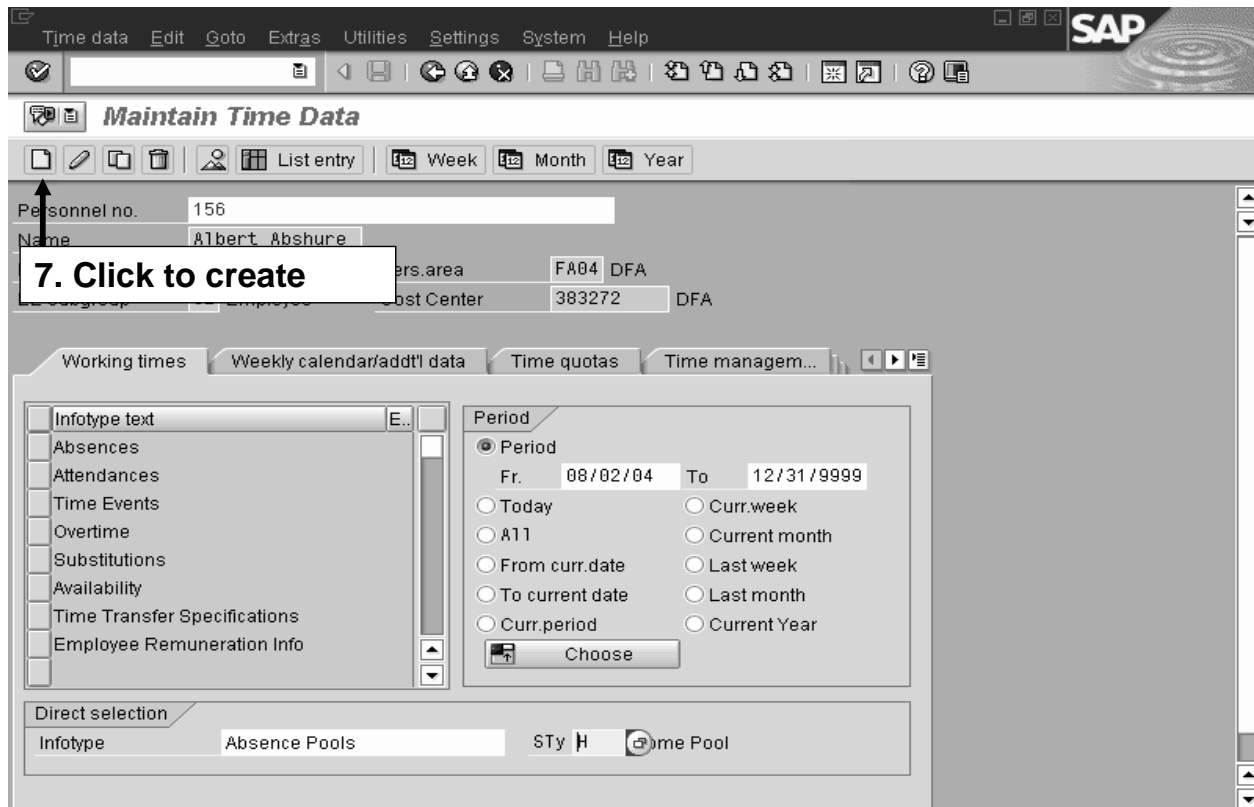
6-29

**Note:** The original relationship is assigned to the home pool. When donating or awarding leave and additional hours are needed than what the home pool has, the employee can be assigned to a foreign pool within their Business area.

A foreign pool is defined as anything outside of the employee's subarea. (For example, an employee in NEL1 subarea, the home pool will be N1 and the foreign pool could be O1).

**It is the Agency's responsibility to insure that there are sufficient hours in all leave pools.**

# Catastrophic Leave (Infotype 0696)



**7. Click to create**

Personnel no. 156  
Name Albert Abshire  
Subarea FA04  
Cost Center 383272

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..  
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
Period  
Fr. 08/02/04 To 12/31/9999  
Today Curr.week  
All Current month  
From curr.date Last week  
To current date Last month  
Curr.period Current Year  
Choose

Direct selection  
Infotype Absence Pools STy H Time Pool

6-30

**The home pool will be identified based upon the employee's personnel subarea assigned on Infotype 0001 (Organizational Assignment)**

**For example: An employee with the subarea of:**

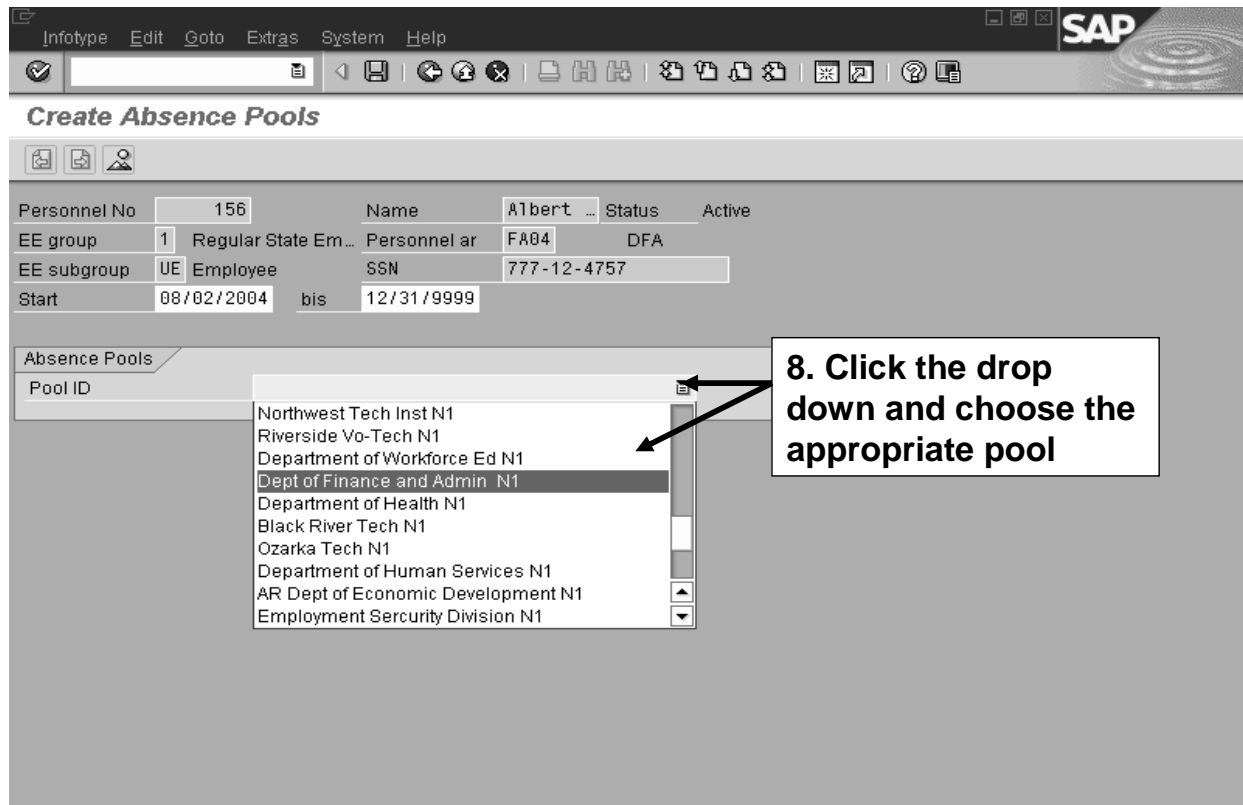
**NEL1 - the Agency's leave pool ends with N1;**

**NEL3 – the Agency's leave pool ends with N3**

**OAL1, OBL1, OCL1 – the Agency's leave pool ends with O1**

**OAL3, OBL3, OCL3 – the Agency's leave pool ends with O3**

# Catastrophic Leave (Infotype 0696)



**Create Absence Pools**

Personnel No. 156 Name Albert ... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

EE subgroup UE Employee SSN 777-12-4757

Start 08/02/2004 bis 12/31/9999

**Absence Pools**

Pool ID
Northwest Tech Inst N1
Riverside Vo-Tech N1
Department of Workforce Ed N1
Dept of Finance and Admin N1
Department of Health N1
Black River Tech N1
Ozarka Tech N1
Department of Human Services N1
AR Dept of Economic Development N1
Employment Security Division N1

**8. Click the drop down and choose the appropriate pool**

6-31

Choose the appropriate pool within your Agency.

**Remember the home pool will be displayed based upon the employee's personnel subarea**



## Catastrophic Leave (Infotype 0696)

Infotype Edit Goto Extras System Help

**9. Click to validate**

**10. Click to save**

**Create Absence Pools**

State Em... Personnel ar F804 DFA Active

EE subgroup UE Employee SSN 777-12-4757

Start 08/02/2004 bis 12/31/9999

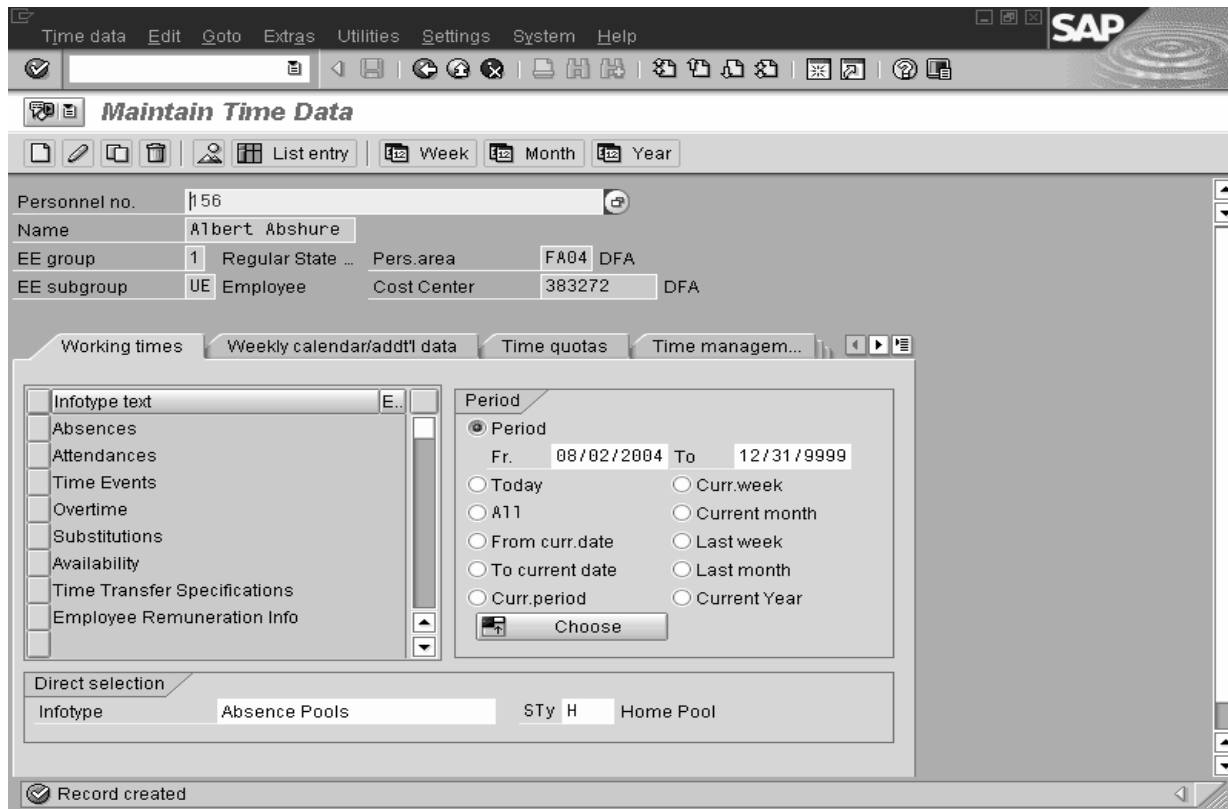
**Absence Pools**

Pool ID Dept of Finance and Admin N1

6-32



# Catastrophic Leave (Infotype 0696)



**Maintain Time Data**

Personnel no. 156  
Name Albert Abshire  
EE group 1 Regular State ... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...  
Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
Fr. 08/02/2004 To 12/31/9999  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To current date ☐ Last month  
☐ Curr.period ☐ Current Year  
Choose

Direct selection  
Infotype Absence Pools STy H Home Pool

Record created

6-33

You will receive a message stating, “Record created”. You have established a pool relationship where the employee can donate hours to and be awarded hours from. You may establish other relationships if desired. An employee may only have one (1) home pool establishment and up to three (3) foreign pool establishments. To establish other relationships, repeats steps 5 – 10.

**If the employee transfers to another Business area in AASIS, his/her Catastrophic Leave Pool relationship must end and a new relationship must be created at the new Agency.**

HRAPAY – 09/16/04

# Demonstration

## Award Catastrophic Leave (PA61)



6-34



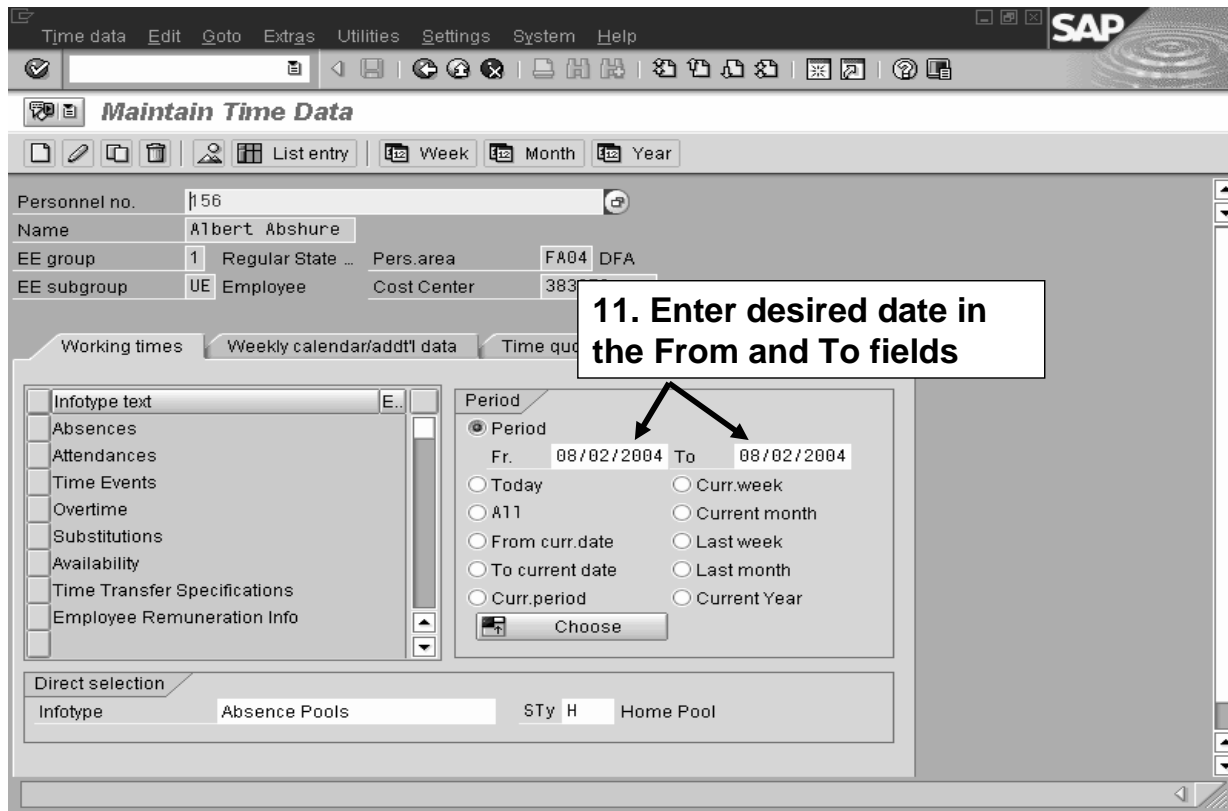
Before creating infotype 0613 (Absence Donation/Withdraw US) to award hours from the catastrophic leave pool, verify that there is an existing Catastrophic Leave quota (08) in Transaction PT50 (Quota overview) using the Expand pushbutton with a validity date of 12/31/9999.

If no quota exists for Catastrophic Leave (08), you must create it in Transaction PA61 (Maintain Time Data) on Infotype 2006 (Absence Quotas) before creating Infotype 0613 (Absence Donation Administration US) and before using the CATL absence type in CATS.

Note: Infotype 2006 creates the quota with a zero balance and Infotype 0613 increases the quota balance.

HRAPAY – 09/16/04

# Award Catastrophic Leave



Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 156

Name Albert Abshire

EE group 1 Regular State ... Pers.area FA04 DFA

EE subgroup UE Employee Cost Center 383

Working times Weekly calendar/addtl data Time qu

11. Enter desired date in the From and To fields

Period

Fr. 08/02/2004 To 08/02/2004

Today Curr.week

All Current month

From curr.date Last week

To current date Last month

Curr.period Current Year

Choose

Direct selection

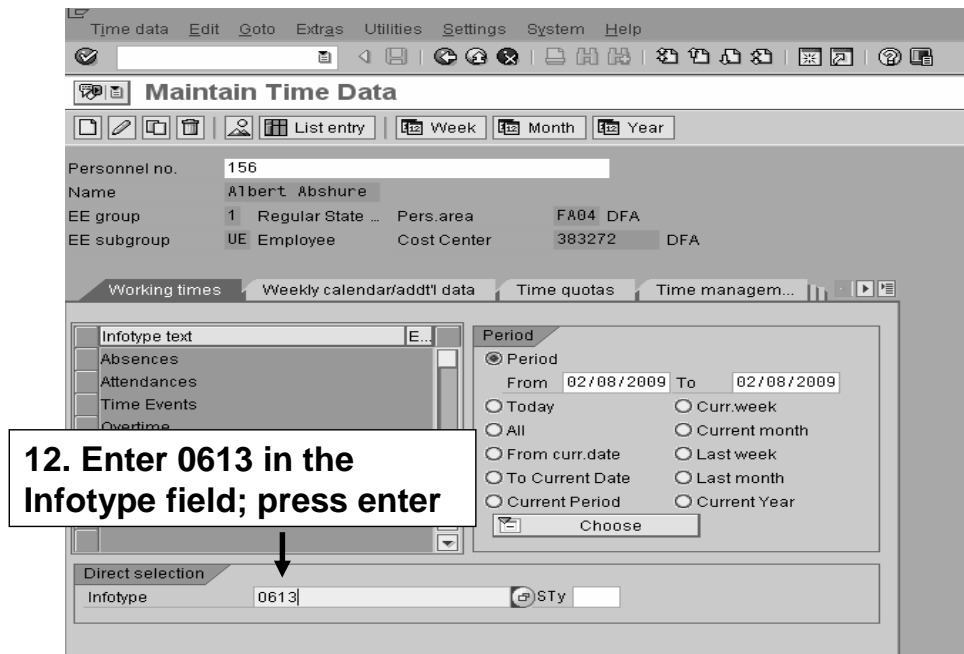
Infotype Absence Pools STy H Home Pool

6-35

Use these steps to process the actual withdrawal of hours from the catastrophic leave pool. **If the establishment has not occurred in AASIS first, you will receive an error message.**

The date in the From and To field must be the same.

# Award Catastrophic Leave

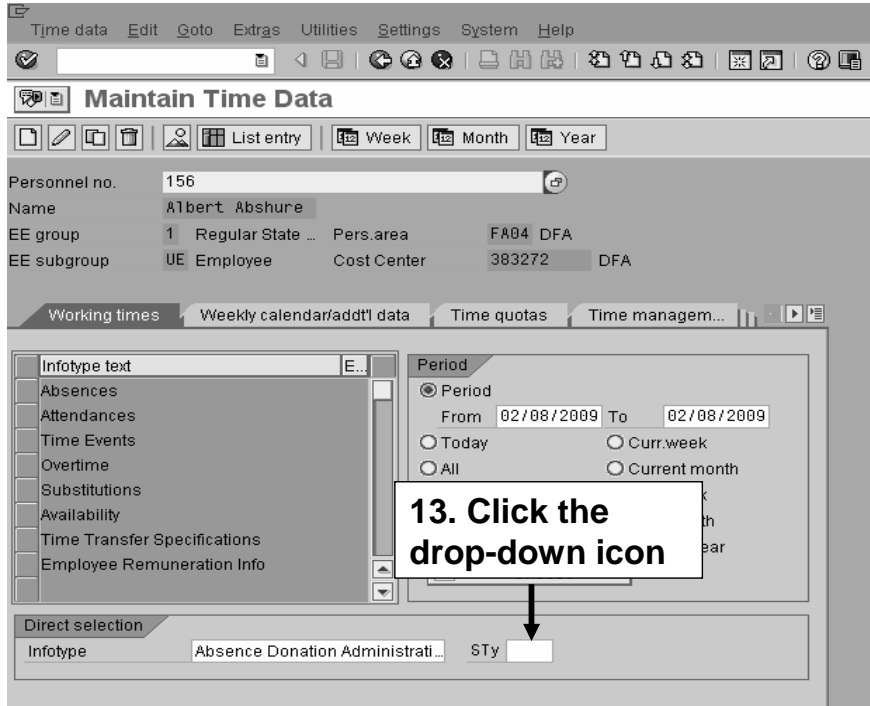


**12. Enter 0613 in the Infotype field; press enter**

6-36

Infotype 0613 is Absence Donation Administration US.

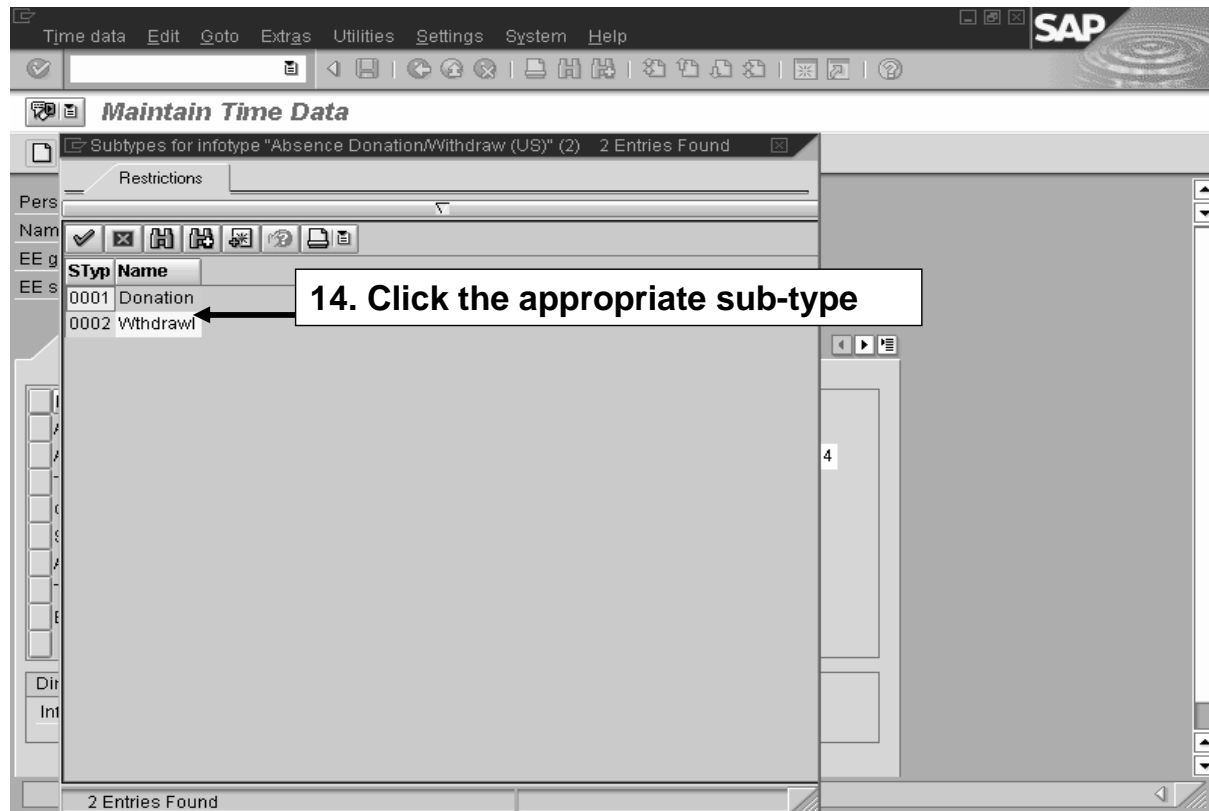
# Award Catastrophic Leave



The screenshot shows the 'Maintain Time Data' window. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area displays employee information for Personnel no. 156, Name Albert Abshire, EE group 1 Regular State ..., Pers.area FA04 DFA, EE subgroup UE Employee, and Cost Center 383272 DFA. The 'Working times' tab is selected, showing a 'Weekly calendar/addtl data' view. On the left, a list of categories includes 'Infotype text', 'Absences', 'Attendances', 'Time Events', 'Overtime', 'Substitutions', 'Availability', 'Time Transfer Specifications', and 'Employee Remuneration Info'. On the right, the 'Period' section shows 'From 02/08/2009 To 02/08/2009' with radio buttons for 'Today', 'Curr.week', 'All', and 'Current month'. At the bottom, the 'Direct selection' section shows 'Infotype' as 'Absence Donation Administrati...' and 'STy' with a drop-down icon. A callout box with the text '13. Click the drop-down icon' points to this icon.

6-37

# Award Catastrophic Leave



6-38

0002 Withdrawal – will be used to award catastrophic leave to employee.

**This action will not be made available to the employee's quota balance until the next successful time evaluation run occurs and it will create a 2013 (Quota Correction) record for tracking purposes.**



# Award Catastrophic Leave

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 156  
Name Albert Abshire  
EE gro FA04 DFA  
EE su 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...

Absences  
Attendances  
Time Events  
Overtime  
Substitutions  
Availability  
Time Transfer Specifications  
Employee Remuneration Info

Period  
From 02/08/2009 To 02/08/2009  
Today Curr.week  
All Current month  
From curr.date Last week  
To Current Date Last month  
Current Period Current Year  
Choose

Direct selection  
Infotype Absence Donation Administrati... STy 0002 Withdrawal

**15. Click to create**

6-39

# Award Catastrophic Leave

**Create Absence Donation/Withdraw (US)**

Personnel No. 156 Name Albert Status Active  
 EE group 1 Regular State Em... Personnel ar FA04 DFA  
 EE subgroup UE Employee SSN 777-12-4757  
 Start 08/02/2004

**Absence Donation/Withdraw (US)**

Abs.quota type  
 Number/unit  
☒ Home Pool  
 Home Pool ID  
☐ Foreign Pool  
 Foreign Pool ID

Annual Leave  
 Sick Leave  
 Compensatory Time  
 Compensatory Time (1.5)  
 Holiday Leave  
 Military Leave  
 Employee Birthday  
**Catastrophic Leave**  
 Disaster Service Leave  
 Family Medical Leave

**16. Click drop- down icon and select Catastrophic leave**

6-40

Choose catastrophic leave absence quota type when awarding leave to employee.





# Award Catastrophic Leave

SAP

Infotype Edit Goto Extras System Help

**Create Absence Donation/Withdraw (US)**

Personnel No 156 Name Albert ... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

EE subgroup UE Employee SSN 777-12-4757

Start 08/02/2004

Absence Donation/Withdraw (US)

Abs. quota type Catastrophic Leave

Number/unit 200

☒ Home Pool

Home Pool ID Dept of Finance and Admin N1

☐ Foreign Pool

Foreign Pool ID

**17. Type desired number of hours**

6-41

# Award Catastrophic Leave

The screenshot shows the SAP HRAPAY interface for creating an absence donation/withdrawal. The title bar indicates the transaction is 'Create Absence Donation/Withdraw (US)'. The main form contains the following data:

- EE subgroup: UE Employee
- SSN: 777-12-4757
- Start: 08/02/2004
- Absence Donation/Withdraw (US) section:
  - Abs. quota type: Catastrophic Leave
  - Number/unit: 200.00 Hours
  - Home Pool: ☒ Home Pool (selected)
  - Home Pool ID: Dept of Finance and Admin N1
  - Foreign Pool: ☐ Foreign Pool
  - Foreign Pool ID: (empty)

Annotations on the screenshot:

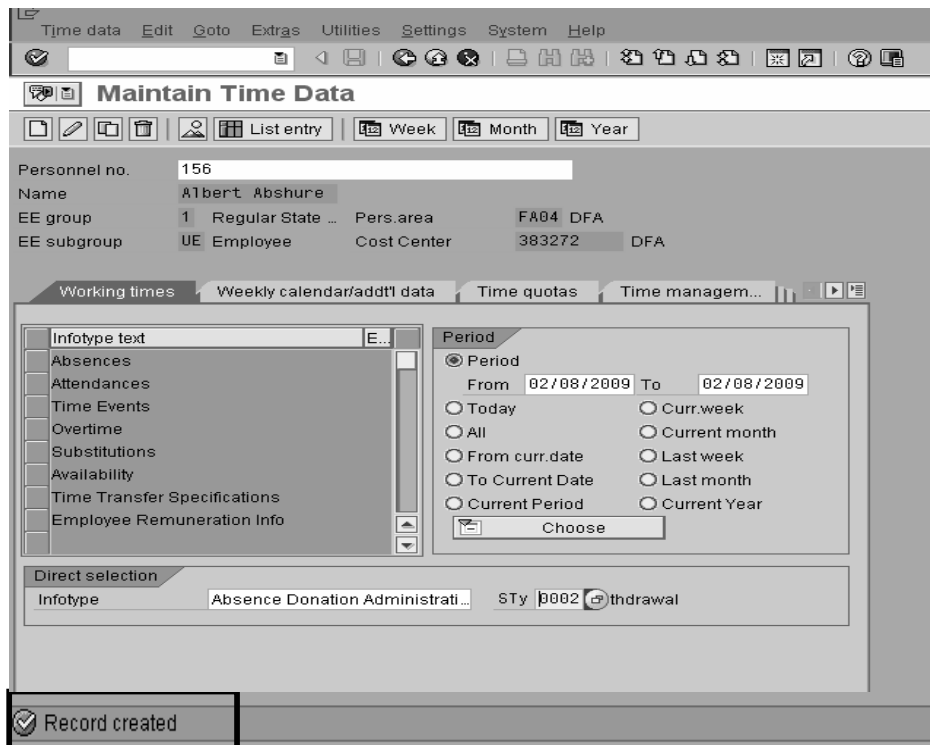
- 18. Click to validate: Points to the validate icon (a checkmark in a circle) in the top toolbar.
- 19. Click to save: Points to the save icon (a floppy disk) in the top toolbar.

At the bottom of the form, there is a 'Save your entries' button with a checkmark icon.

6-42

**Note: The Home Pool will default based upon the pool selected in establishing the relationship.**

# Award Catastrophic Leave

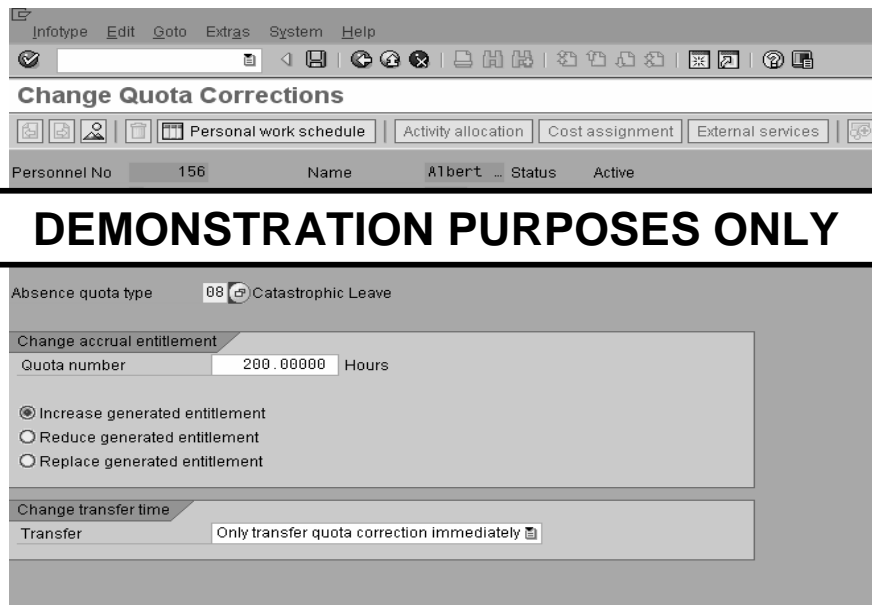


6-43

A successful time evaluation must be run in order for the hours to be made available in the employee's quota balance.

Once a successful time evaluation is run, the time personnel can enter CATL absence type in CAT2 to pay the employee.

# Award Catastrophic Leave



Infotype Edit Goto Extras System Help

**Change Quota Corrections**

Personal work schedule Activity allocation Cost assignment External services

Personnel No 156 Name Albert ... Status Active

**DEMONSTRATION PURPOSES ONLY**

Absence quota type 88 Catastrophic Leave

**Change accrual entitlement**

Quota number 200.00000 Hours

☒ Increase generated entitlement  
☐ Reduce generated entitlement  
☐ Replace generated entitlement

**Change transfer time**

Transfer Only transfer quota correction immediately

6-44

After a successful time evaluation, a Quota Corrections Infotype 0613 may be viewed to verify the amount of leave transferred to the quota.



# Demonstration

## Transfer Accrued Leave to Catastrophic Pool (PA61)



6-45



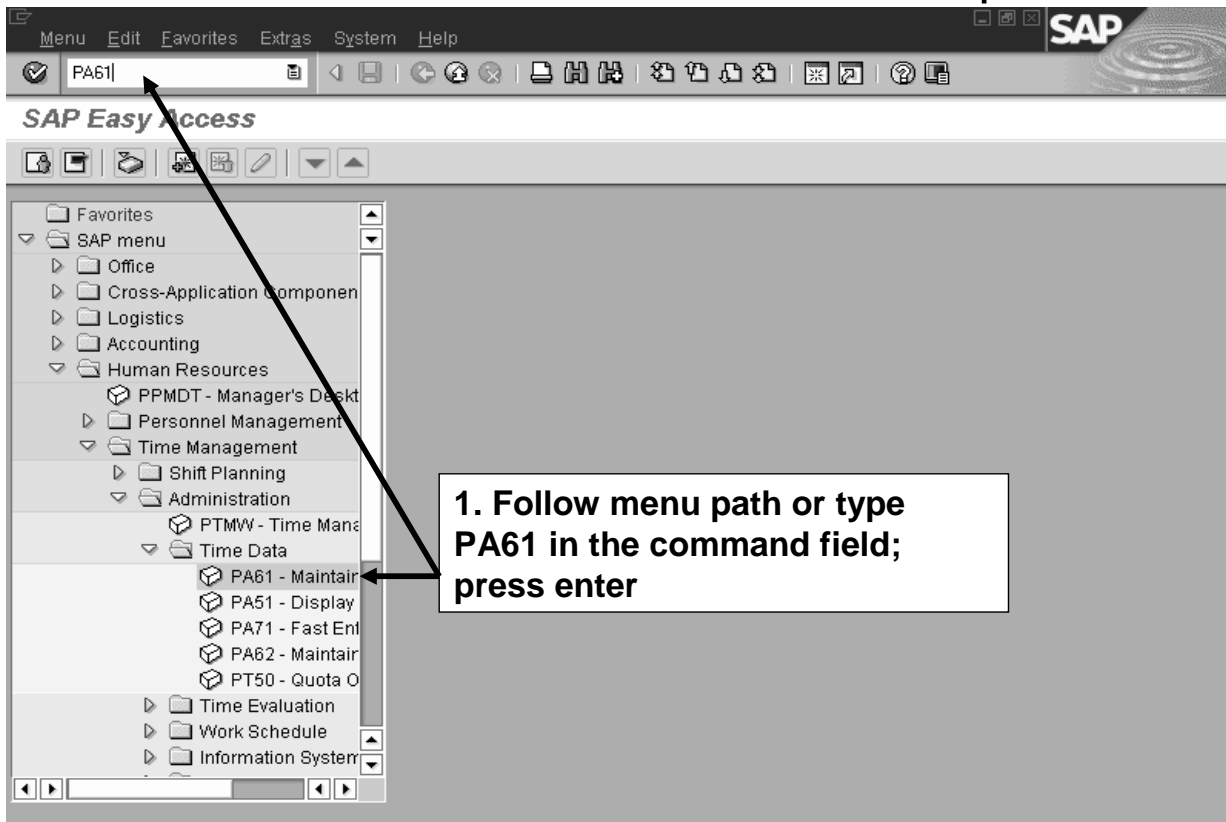
## EXERCISE SCENARIO

**An employee has accrued sick and annual leave while on Catastrophic Leave. Process PA61 to transfer the hours back to the Catastrophic Leave pool.**

6-46

When an employee is on catastrophic leave, which is paid status, they will earn annual and sick leave. This leave will have to be transferred from the employee's quota balance to the catastrophic leave pool.

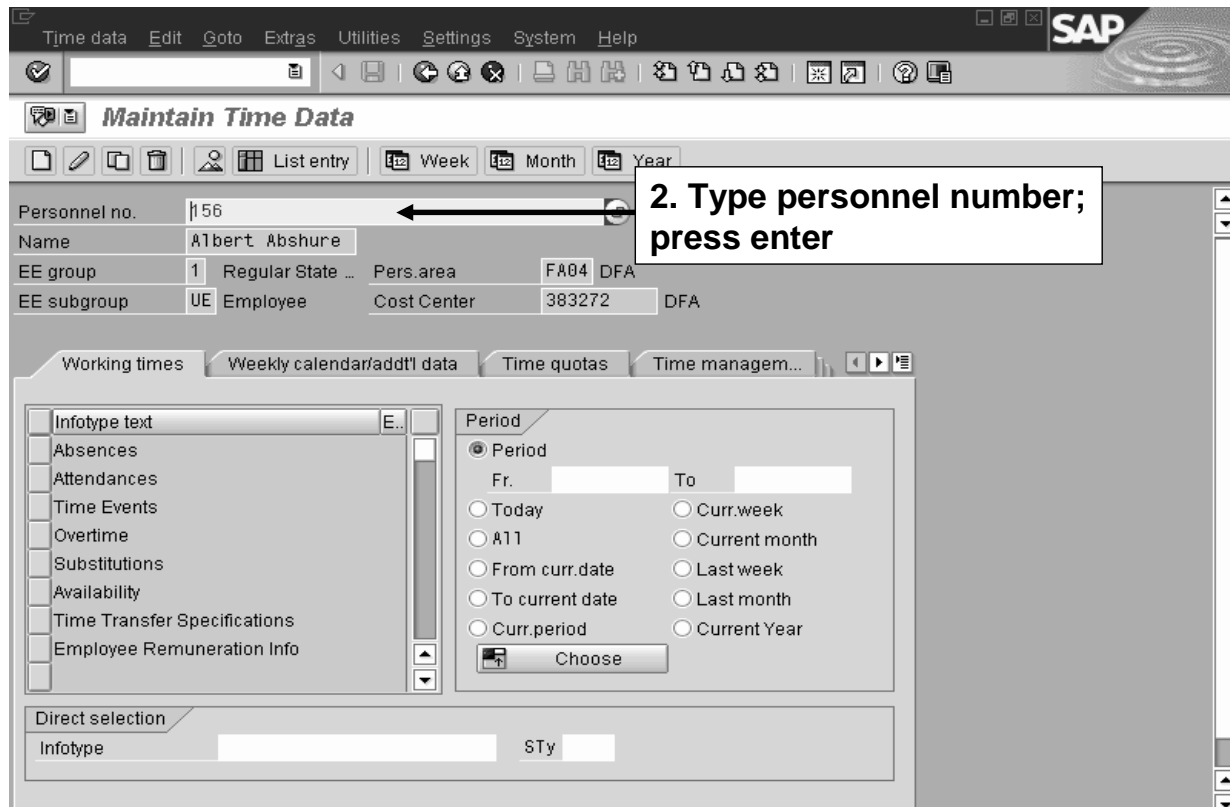
## Transfer Accrued Leave to Catastrophic Pool



6-47

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

# Transfer Accrued Leave to Catastrophic Pool



The screenshot shows the SAP 'Maintain Time Data' screen. The personnel number '156' is entered in the 'Personnel no.' field. A callout box with the text '2. Type personnel number; press enter' points to this field. The screen displays various data fields for the employee, including Name (Albert Abshire), EE group (1), Regular State (Regular State ...), Pers.area (FA04), DFA (DFA), EE subgroup (UE), Employee, Cost Center (383272), and DFA (DFA). The 'Working times' tab is selected, showing a list of infotypes on the left and a 'Period' selection area on the right. The 'Period' section includes radio buttons for 'Period', 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is also present.

6-48

Always verify the employee's name before you process any master data changes.



# Transfer Accrued Leave to Catastrophic Pool

The screenshot shows the SAP 'Maintain Time Data' interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The toolbar contains various icons for file operations and navigation. The main area is divided into several sections:

- Personnel Data:** Personnel no. 156, Name Albert Abshire, EE group 1, Regular State, Pers.area FA04, DFA, EE subgroup UE, Employee, Cost Center 383.
- Working times:** Weekly calendar/addtl data, Time qu...
- Infotype text:** A list of infotypes including Absences, Attendances, Time Events, Overtime, and S.
- Period:** A section for selecting a period, with 'Period' selected. It includes fields for 'Fr.' (09/01/04) and 'To' (09/01/04), and radio buttons for 'Today', 'All', 'From curr.date', 'To current date', 'Curr.period', 'Curr.week', 'Current month', 'Last week', 'Last month', and 'Current Year'. A 'Choose' button is also present.
- Direct selection:** A section for selecting an infotype, with 'Infotype' set to 0613 and 'STy' set to 0.

Annotations with arrows point to specific fields and buttons:

- 3. Enter desired date in the From and To fields:** Points to the 'Fr.' and 'To' date fields in the 'Period' section.
- 4. Type 0613 in the Infotype field:** Points to the 'Infotype' field in the 'Direct selection' section.
- 5. Click the drop-down icon:** Points to the drop-down icon next to the 'STy' field in the 'Direct selection' section.

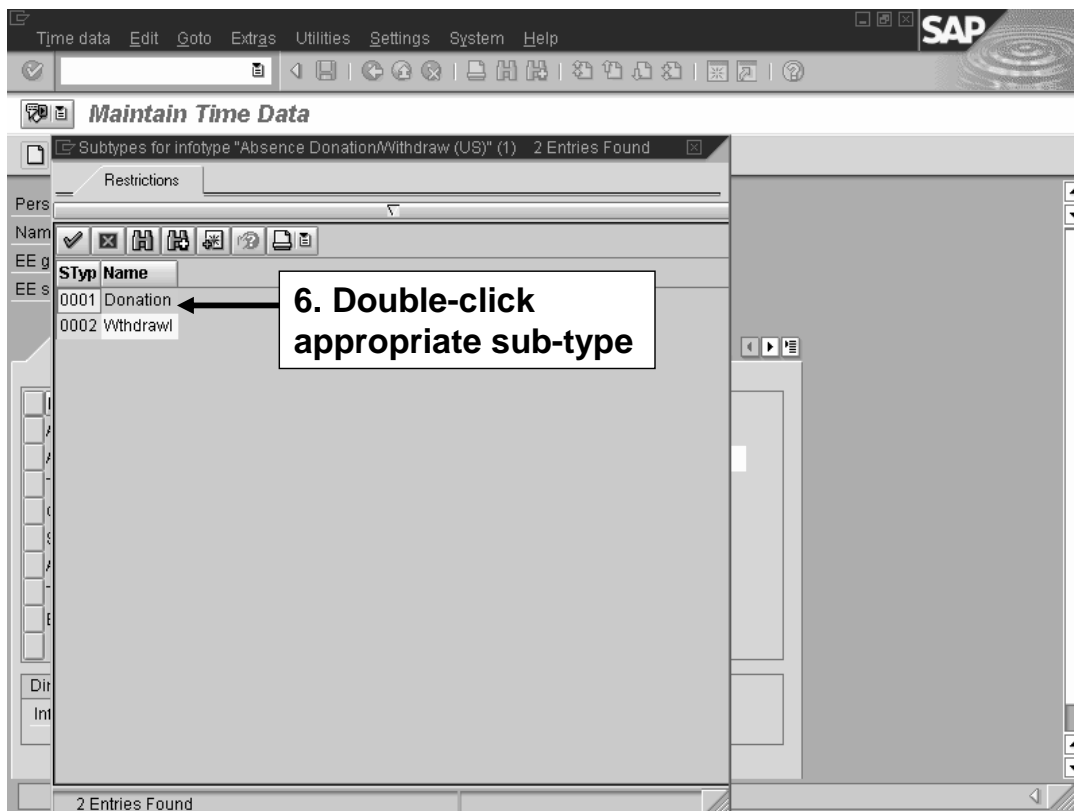
6-49

Use these steps to transfer accrued leave hours to the catastrophic leave pool.

The date in the From and To field must be the same.

Infotype 0613 is Absence Donation Administration US

## Transfer Accrued Leave to Catastrophic Pool



6-50

0001 Donation - will be used when employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

**This action will reduce employees quota upon saving. A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.**

# Transfer Accrued Leave to Catastrophic Pool

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 156

Ns

EE Pers.area F804 DFA

EE subgroup 0E Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...

Attendance Quotas

Absence Quotas ✓

Quota Corrections ✓

Time Quota Compensation

Period

Period

From 02/22/2009 To 02/22/2009

Today Curr.week

All Current month

From curr.date Last week

To Current Date Last month

Current Period Current Year

Choose

Direct selection

Infotype Absence Donation Administrati... STy 0001 Donation

6-51

# Transfer Accrued Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

**Create Absence Donation Administration US**

Personnel No 156 Name Albert  
 EE group 1 Regular State Em... Personnel ar FA04  
 EE subgroup UE Employee SSN 777-12-  
 Start 02/22/2009

**Absence Donation Administration US**

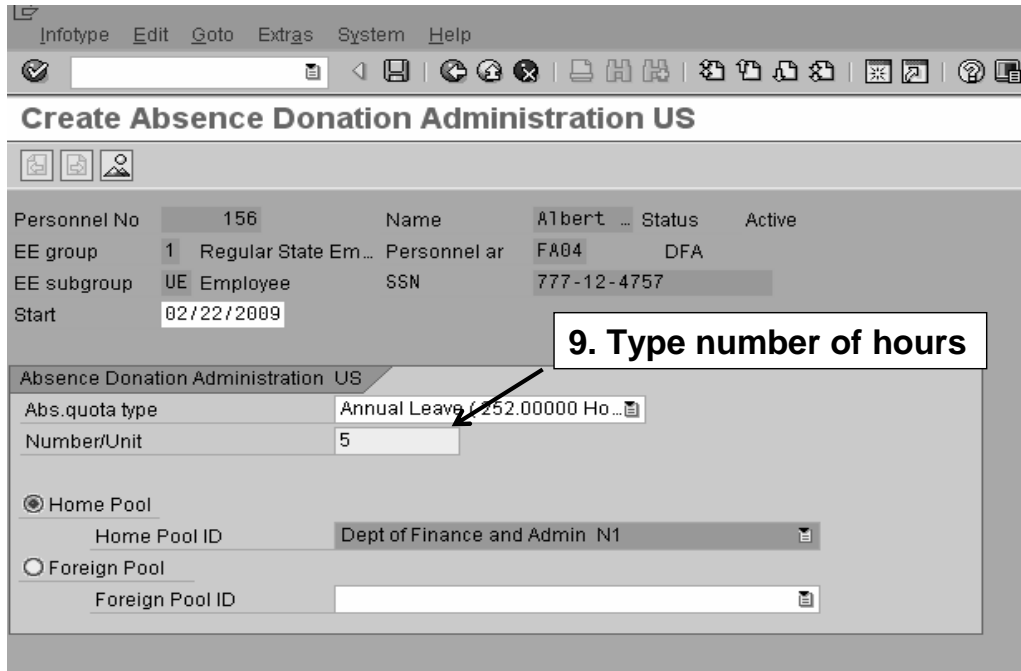
Abs.quota type  
 Number/Unit Annual Leave ( 252.00000 Hours )  
 Sick Leave ( 520.00000 Hours )  
 Employee Birthday ( 16.00000 Hours )  
 Catastrophic Leave ( 200.00000 Hours )

☒ Home Pool  
 Home Pool ID Dept of Finance and Admin N1  
☐ Foreign Pool  
 Foreign Pool ID

**8. Click the drop-down icon and choose appropriate absence quota type**

6-52

# Transfer Accrued Leave to Catastrophic Pool



**Create Absence Donation Administration US**

Personnel No: 156 Name: Albert Status: Active  
 EE group: 1 Regular State Em... Personnel ar: FA04 DFA  
 EE subgroup: UE Employee SSN: 777-12-4757  
 Start: 02/22/2009

**Absence Donation Administration US**

Abs. quota type: Annual Leave / 252.00000 Ho...  
 Number/Unit: 5

☒ Home Pool  
 Home Pool ID: Dept of Finance and Admin N1  
☐ Foreign Pool  
 Foreign Pool ID:

**9. Type number of hours**

6-53

These hours would be determined by the number of hours the employee accrued.

# Transfer Accrued Leave to Catastrophic Pool

The screenshot shows the 'Create Absence Donation Administration US' form. At the top, there is a menu bar with 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. A callout box labeled '10. Click to validate' points to a checkmark icon in the toolbar. Another callout box labeled '11. Click to save' points to a save icon in the toolbar. The form itself contains several fields: 'Personnel' (with a dropdown), 'Name' (text field), 'Active' (checkbox), 'EE group' (dropdown), 'Regular State Em...' (text field), 'Person' (text field), 'SSN' (text field), '777-12-4757' (text field), 'Start' (text field), '02/22/2009' (text field), 'Absence Donation Administration US' (section header), 'Abs.quota type' (dropdown), 'Annual Leave ( 252.00000 Ho...' (text field), 'Number/Unit' (text field), '5' (text field), 'Home Pool' (radio button), 'Home Pool ID' (text field), 'Dept of Finance and Admin N1' (text field), 'Foreign Pool' (radio button), and 'Foreign Pool ID' (text field).

# Transfer Accrued Leave to Catastrophic Pool

**Maintain Time Data**

Personnel no. 156  
 Name Albert Abshire  
 EE group 1 Regular State ... Pers.area FA04 DFA  
 EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data **Time quotas** Time managem...

Infotype text E...  
 Attendance Quotas  
 Absence Quotas ✓  
 Quota Corrections ✓  
 Time Quota Compensation ✓

**Period**  
 From 02/22/2009 To 02/22/2009  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To Current Date ☐ Last month  
☐ Current Period ☐ Current Year  
 Choose

**Direct selection**  
 Infotype Absence Donation Administrati... STy 0001 Donation

Record created

6-55

Process steps 7 through 11 to transfer sick leave quota type if applicable.

# Transfer Accrued Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

**Display Time Quota Compensation**

**DEMONSTRATION PURPOSES ONLY**

Personnel No: [ ]

EE group: 1 Regular State Em... Personnel ar: FA04 DFA

WS rule: MF01 5x8 Mond... SSN: 777-12-4757

Start: 09/01/2004 Chg.: 10/08/2004 DMHILL02

Comp. method: 1800 Free Quota Compensation

Compensation specifications

Time quota type: 01 Annual Leave

Compensation rule: 000

No. to compensate: 8.00000

☒ Do not account

Compensation using default ☒

Manual compensation ☐

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
01	Annual Leave	96.00000	Hours	8.00000	0.00000		8.00		<input checked="" type="checkbox"/> 09/16/2003

6-56

The “Do not account” box will be checked upon default indicating the hours listed will not be compensated.





# Transfer Accrued Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

**Display Time Quota Compensation**

**DEMONSTRATION PURPOSES ONLY**

Personnel No: 156 Name: ATBERT C ... Status: Active  
EE group: 1 Regular State Em... Personnel ar: FA04 DFA  
WS rule: MF01 5x8 Mond... SSN: 777-12-4757  
Start: 09/01/2004 Chg.: 10/08/2004 DMHILL02

Comp. method: 1800 Free Quota Compensation

Compensation specifications

Time quota type: 02 Sick Leave  
Compensation rule: 000  
No. to compensate: 8.00000  
☒ Do not account

☐ Compensation using default ☒  
☐ Manual compensation

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
02	Sick Leave	96.00000	Hours	8.00000	0.00000		0.00		<input checked="" type="checkbox"/> 09/16/2003

6-57



# Demonstration

## Transfer Unused Catastrophic Leave to Pool (PA61)



6-58



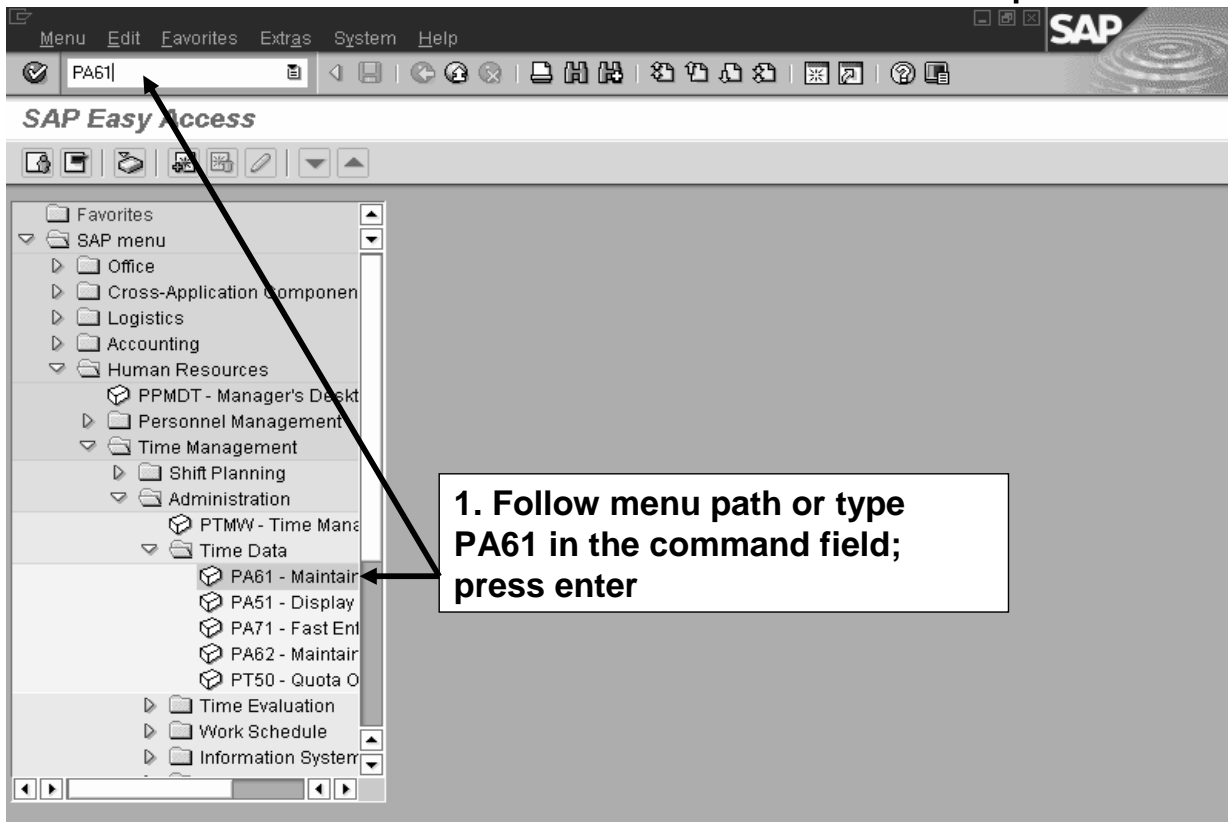
## EXERCISE SCENARIO

**The employee was granted 200 hours but only used 160. The remaining hours must be transferred back to the Catastrophic leave pool. Process PA61 to transfer unused Catastrophic Leave**

6-59

Unused catastrophic leave should be processed in a timely manner.

# Transfer Unused CAT Leave to Catastrophic Pool



6-60

The menu path is: Human Resources > Time Management > Administration > Time Data > Maintain.

# Transfer Unused CAT Leave to Catastrophic Pool

The screenshot shows the SAP 'Maintain Time Data' interface. At the top is a menu bar with 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Maintain Time Data' and includes a 'List entry' button and tabs for 'Week', 'Month', and 'Year'. The personnel number '156' is entered in the 'Personnel no.' field. A callout box with an arrow points to this field, containing the text '2. Type personnel number; press enter'. Below the personnel number, the employee's name 'Albert Abshire' is displayed. Further down, fields for 'EE group' (1), 'Regular State ...', 'Pers.area' (FA04), 'DFA', 'EE subgroup' (UE), 'Employee', 'Cost Center' (383272), and 'DFA' are visible. At the bottom, there are tabs for 'Working times', 'Weekly calendar/addtl data', 'Time quotas', and 'Time managem...'. A 'Direct selection' section at the very bottom contains an 'Infotype' field and an 'STy' field.

6-61

Always verify the employee's name before you process any master data changes.

# Transfer Unused CAT Leave to Catastrophic Pool

The screenshot shows the SAP 'Maintain Time Data' interface. The top menu bar includes 'Time data', 'Edit', 'Goto', 'Extras', 'Utilities', 'Settings', 'System', and 'Help'. The SAP logo is in the top right corner. Below the menu bar, there are icons for document, list, and other functions. The main area is titled 'Maintain Time Data' and has tabs for 'List entry', 'Week', 'Month', and 'Year'. The 'List entry' tab is active. The screen displays fields for 'Personnel no.' (156), 'Name' (Albert Abshire), 'EE group' (1), 'Regular State ...' (FA04), 'DFA', 'EE subgroup' (UE), 'Employee', and 'Cost Center' (383). Below these fields, there are tabs for 'Working times', 'Weekly calendar/addtl data', and 'Time qu'. The 'Weekly calendar/addtl data' tab is active. On the left, there is a list of 'Infotype text' options: Absences, Attendances, Time Events, Overtime, S, A, T, E. The 'Absences' option is selected. Below this list, there is a 'Direct selection' section with an 'Infotype' field containing '0613' and an 'STy' field. On the right, there is a 'Period' section with a 'Fr.' field containing '09/01/04' and a 'To' field containing '09/01/04'. Below these fields, there are radio button options: 'Today', 'Curr.week', 'All', 'Current month', 'From curr.date', 'Last week', 'To current date', 'Last month', 'Curr.period', and 'Current Year'. A 'Choose' button is at the bottom of the 'Period' section. Five callout boxes with arrows point to specific elements: '3. Enter desired date in the From and To fields' points to the 'Fr.' and 'To' fields; '4. Type 0613 in the Infotype field' points to the 'Infotype' field; '5. Click the drop-down icon' points to a small icon next to the 'STy' field.

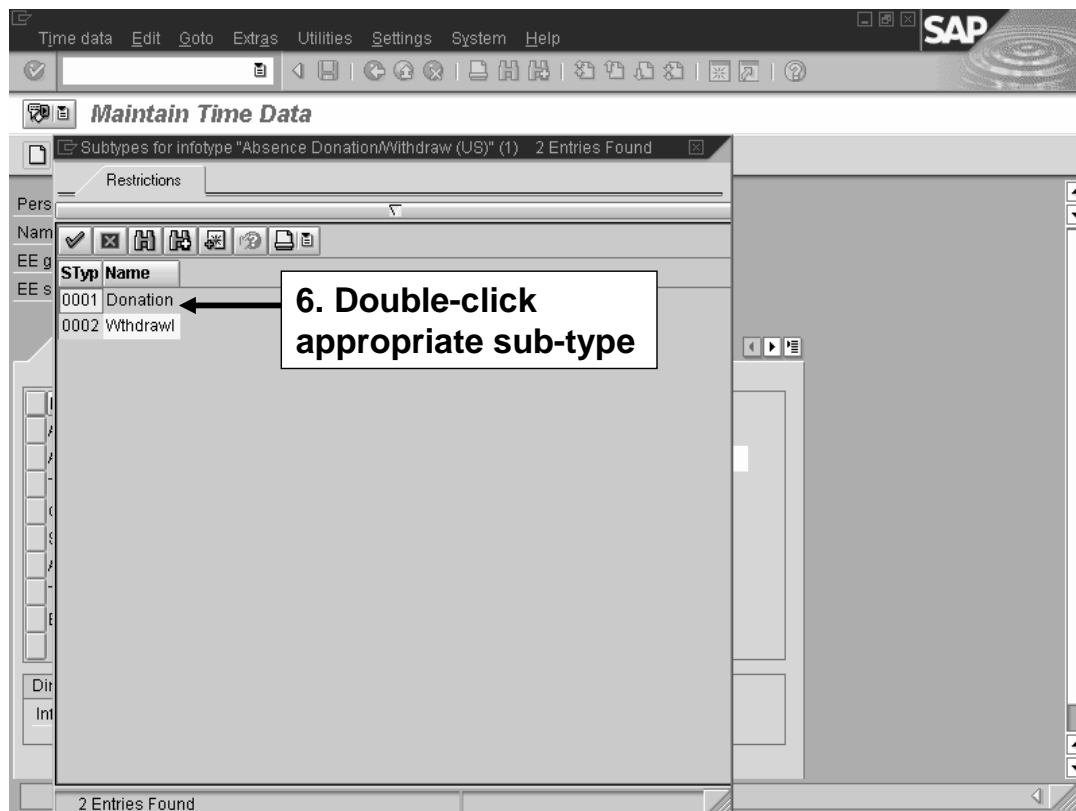
6-62

Use these steps to transfer unused catastrophic leave hours back to the catastrophic leave pool.

The date in the From and To field must be the same.

Infotype 0613 is Absence Donation Administration US

## Transfer Unused CAT Leave to Catastrophic Pool



6-63

0001 Donation - will be used when employee desires to donate annual or sick leave; transfer unused catastrophic leave back to pool; transfer accrued annual and/or sick leave back to leave pool.

**This action will reduce employees quota upon saving. A 0416 (Time Quota Compensation) infotype will also be created. This will not result in a payout to the employee.**

# Transfer Unused CAT Leave to Catastrophic Pool

Time data Edit Goto Extras Utilities Settings System Help

**Maintain Time Data**

Personnel no. 156

**7. Click to create**

State ... Pers.area FA04 DFA  
Cost Center 383272 DFA

Working times Weekly calendar/addtl data Time quotas Time managem...

Infotype text E...

Attendance Quotas  
Absence Quotas  
Quota Corrections  
Time Quota Compensation

Period  
From 02/22/2009 To 02/22/2009  
Today Curr.week  
All Current month  
From curr.date Last week  
To Current Date Last month  
Current Period Current Year  
Choose

Direct selection  
Infotype Absence Donation Administrati... STy 0001 Donation

6-64



# Transfer Unused CAT Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

Create Absence Donation Administration US

Personnel No 156 Name Albert ... Status Active

EE group 1 Regular State Em... Personnel ar FA04 DFA

EE subgroup UE Employee SSN 777-12-4757

Start 02/22/2009

Absence Donation Administration US

Abs.quota type

Number/Unit

Annual Leave ( 247.00000 Hours )

Sick Leave ( 520.00000 Hours )

Employee Birthday ( 16.00000 Hours )

Catastrophic Leave ( 200.00000 Hours )

☒ Home Pool

Home Pool ID Dept of Finance and Admin N1

☐ Foreign Pool

Foreign Pool ID

8. Click the drop-down icon and choose Catastrophic Leave

6-65



## Transfer Unused CAT Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

**Create Absence Donation Administration US**

Personnel No 156 Name Albert ... Status Active  
EE group 1 Regular State Em... Personnel ar FA04 DFA  
EE subgroup UE Employee SSN 777-12-4757  
Start 02/22/2009

**Absence Donation Administration US**

Abs.quota type Catastrophic Leave  
Number/Unit 40.00 Hours

☒ Home Pool  
Home Pool ID Dept of Finance and Admin N1  
☐ Foreign Pool  
Foreign Pool ID

6-66



## Transfer Unused CAT Leave to Catastrophic Pool

**10. Click to validate**

**11. Click to save**

**Create Absence Donation Administration US**

Per	Name	Status	Active	
EE group	Regular State Em...	Personnel ar	FA04	DFA
EE subgroup	UE Employee	SSN	777-12-4757	
Start	02/22/2009			

**Absence Donation Administration US**

Abs.quota type: Catastrophic Leave ( 200.000 ...)

Number/Unit: 40.00 Hours

☒ Home Pool

Home Pool ID: Dept of Finance and Admin N1

☐ Foreign Pool

Foreign Pool ID:

6-67



## Transfer Unused CAT Leave to Catastrophic Pool

**Maintain Time Data**

Personnel no. 1156  
Name Albert Abshire  
EE group 1 Regular State ... Pers.area FA04 DFA  
EE subgroup UE Employee Cost Center 383272 DFA

Working times Weekly calendar/addtl data **Time quotas** Time managem...

Infotype text E...  
Attendance Quotas  
Absence Quotas ✓  
Quota Corrections ✓  
Time Quota Compensation ✓

Period  
From 02/22/2009 To 02/22/2009  
☐ Today ☐ Curr.week  
☐ All ☐ Current month  
☐ From curr.date ☐ Last week  
☐ To Current Date ☐ Last month  
☐ Current Period ☐ Current Year  
Choose

Direct selection  
Infotype Absence Donation Administrati... STy 0001 Donation

Record created

6-68

The amounts will transfer back into the catastrophic leave pool upon saving.

# Transfer Unused CAT Leave to Catastrophic Pool

Infotype Edit Goto Extras System Help

**Display Time Quota Compensation**

**DEMONSTRATION PURPOSES ONLY**

Personnel No. [ ] EE group 1 Regular State Em... Personnel ar FA04 DFA  
 WS rule MF01 5x8 Mond... SSN 777-12-4757  
 Start 09/01/2004 Chg. 10/09/2004 DMHILL02

Comp. method 1800 Free Quota Compensation

Compensation specifications

Time quota type 08 Catastrophic Leave  
 Compensation rule 000  
 No. to compensate 40.00000  
☒ Do not account

Compensation using default ☒  
 Manual compensation

Absence quotas

ATy	Quota text	Entitl.	Unit	Comp.	Rem.	WT	Amount	Curr...	Deduction
08	Catastrophic Leave	200.00000	Hours	40.00000	0.00000		0.00		<input checked="" type="checkbox"/> 08/02/2004

6-69

Remember the hours listed is not a payout when the “Do not account” box is checked.